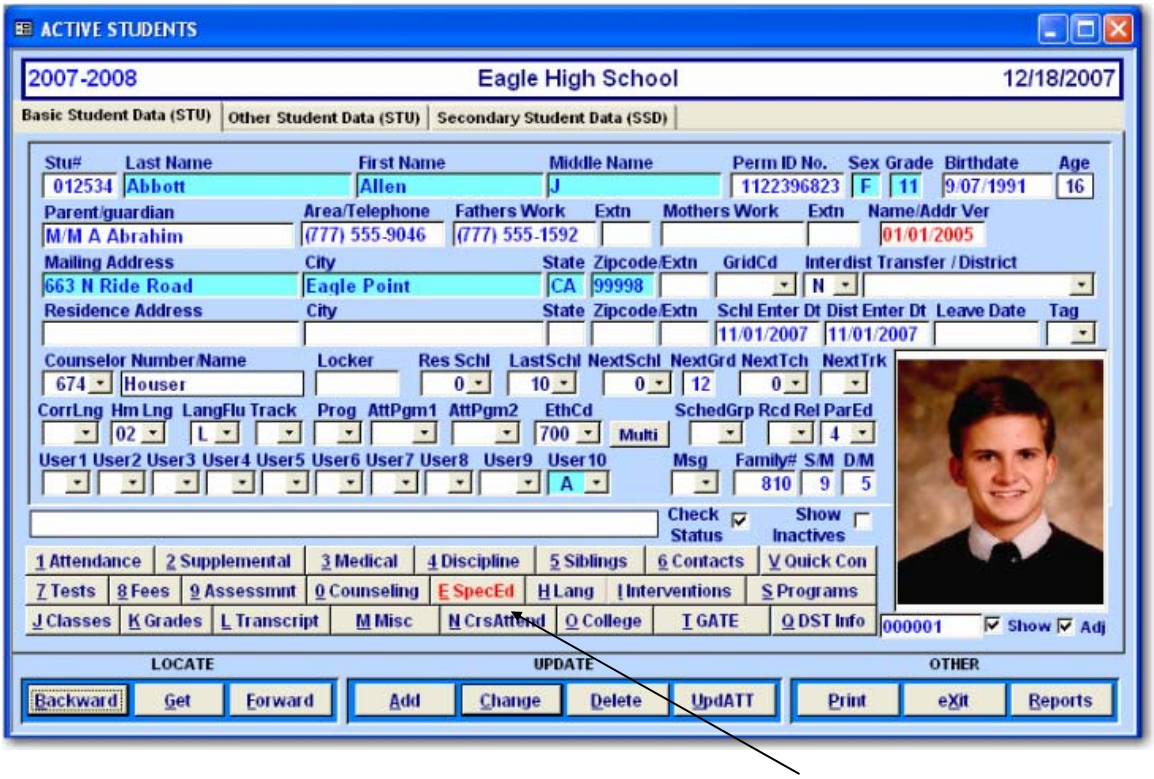
Student Data – Secondary User Manual
October 18, 2007

The **Student Data** form is utilized to add, update and display demographic information for each student enrolled at a school site. This program can be setup for an individual school site or for a District that can transfer students between school sites.

A District can utilize the **District Student Locator** form to verify a student is not enrolled at another school. The **District Student Locator** form minimizes the possibility of a student being enrolled at more than one school site.



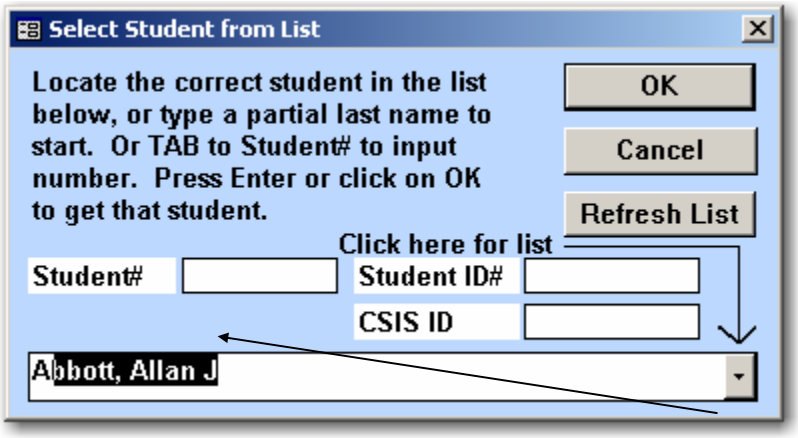
At the bottom of the form additional **"buttons"** display. These buttons can be utilized to access various forms with student information. This information can be updated or displayed without leaving the **Student Data** form.

From within each of these forms, indicators can be set that will highlight the button in **red**. This indicates to the user that there is crucial information on file for this student.

TO DISPLAY STUDENT DATA

The **Locate** options can be used to select a particular student to be displayed on the form.

To use the **Get** option, click the mouse on the **Get** button. A small window will display. Type the student number in the **Student#** field or type the last name of the student in the text box.


Select Student from List
Locate the correct student in the list below, or type a partial last name to start. Or TAB to Student# to input number. Press Enter or click on OK to get that student.
OK
Cancel
Refresh List
Click here for list
Student#
Student ID#
CSIS ID
Abbott, Allan J

The first student containing these letters will display. If the desired student displays, click the mouse on the **OK** button.

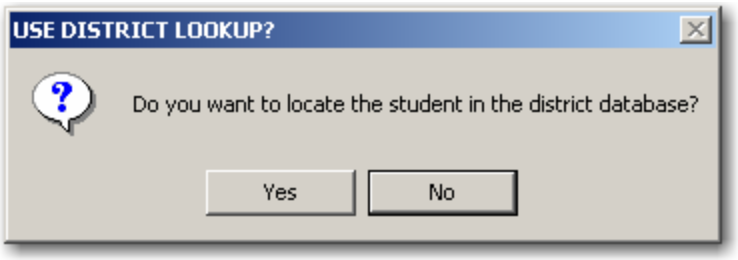
If the student is not the one desired an alphabetical listing is also available. Click the mouse on the arrow to the right of the text box and a listing will display starting with the student displayed.

NOTE:

When performing a Get using the student number leading zeros are not required.

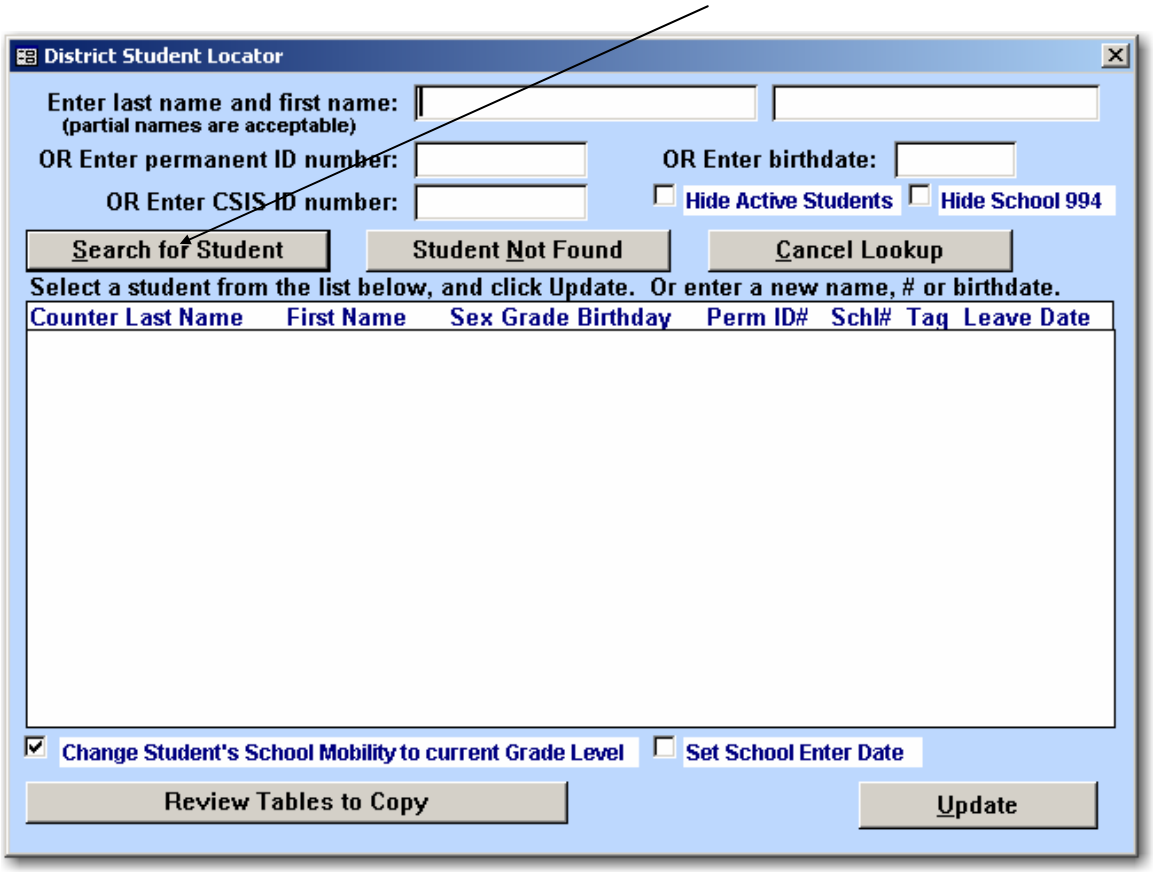
DISTRICT DATABASE

If using a **District Database** when adding a student the **District Student Locator** will be used to locate, add or transfer a student. This will ensure that the student being enrolled at your school site is not already enrolled at another school site.



ADD A NEW STUDENT

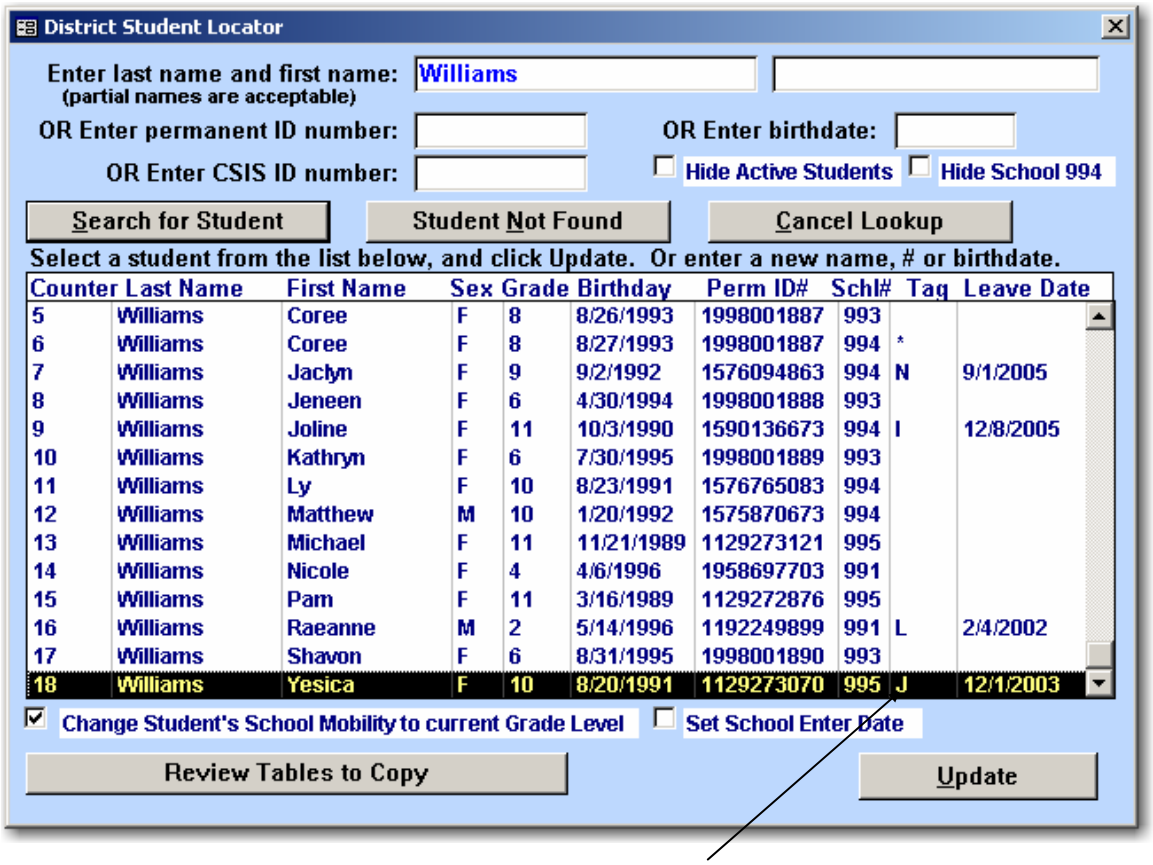
Click the mouse on the **Add** button. A form will display to locate a student by typing in a student's name and first name, permanent ID number or birthdate. Type the information into the field selected. Click the mouse on the **Search for Student** button.



NOTE:

A District wide database is required in order to use the District Student Locator.

A list of students will display enrolled in the District that meet the criteria entered. The student's name, sex, grade, birthdate, permanent ID number and school number will display.

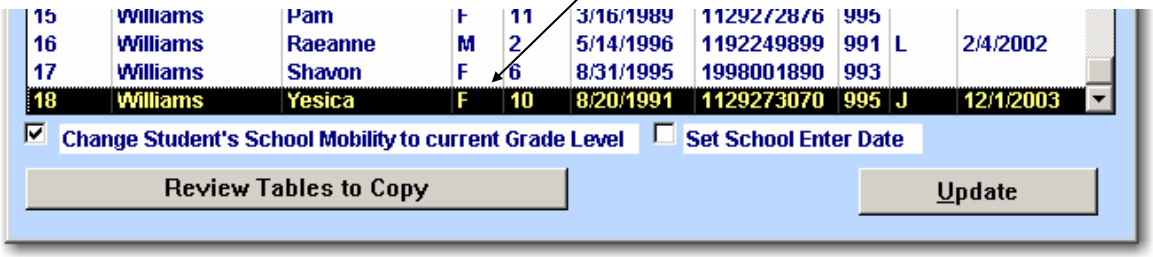

District Student Locator
Enter last name and first name:
(partial names are acceptable)
Williams
OR Enter permanent ID number:
OR Enter birthdate:
OR Enter CSIS ID number:
Hide Active Students
Hide School 994
Search for Student
Student Not Found
Cancel Lookup
Select a student from the list below, and click Update. Or enter a new name, # or birthdate.
Counter Last Name First Name Sex Grade Birthday Perm ID# Schl# Tag Leave Date
5 Williams Coree F 8 8/26/1993 1998001887 993
6 Williams Coree F 8 8/27/1993 1998001887 994 *
7 Williams Jaclyn F 9 9/2/1992 1576094863 994 N 9/1/2005
8 Williams Jeneen F 6 4/30/1994 1998001888 993
9 Williams Joline F 11 10/3/1990 1590136673 994 I 12/8/2005
10 Williams Kathryn F 6 7/30/1995 1998001889 993
11 Williams Ly F 10 8/23/1991 1576765083 994
12 Williams Matthew M 10 1/20/1992 1575870673 994
13 Williams Michael F 11 11/21/1989 1129273121 995
14 Williams Nicole F 4 4/6/1996 1958697703 991
15 Williams Pam F 11 3/16/1989 1129272876 995
16 Williams Raeanne M 2 5/14/1996 1192249899 991 L 2/4/2002
17 Williams Shavon F 6 8/31/1995 1998001890 993
18 Williams Yesica F 10 8/20/1991 1129273070 995 J 12/1/2003
Change Student's School Mobility to current Grade Level
Set School Enter Date
Review Tables to Copy
Update

Verify that the student has been flagged **inactive** from the school displayed.

NOTE:

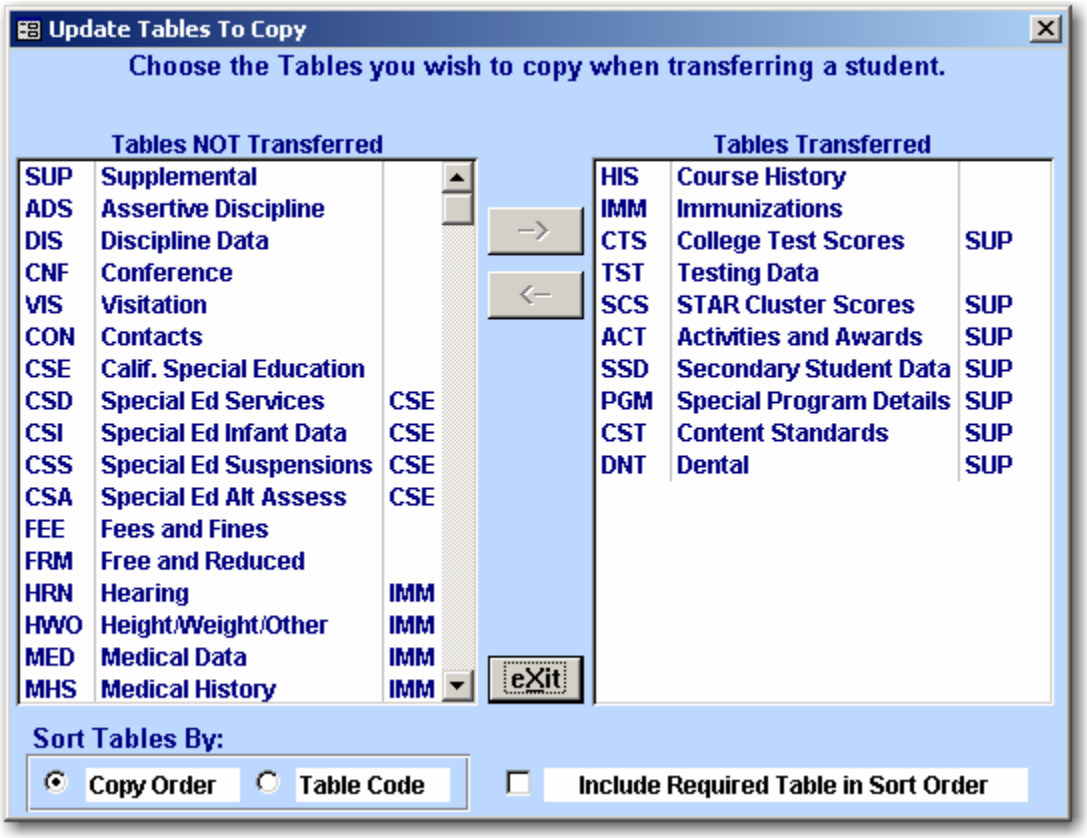
If the student is not inactive and flagged in the Tag field, *Aeries* will not allow the transfer of the student.

Select the student by clicking on the student's name **once.** The student information will be **hi-lited**. Verify the correct student has been selected.


15 Williams Pam F 11 3/16/1989 1129272876 995
16 Williams Raeanne M 2 5/14/1996 1192249899 991 L 2/4/2002
17 Williams Shavon F 6 8/31/1995 1998001890 993
18 Williams Yesica F 10 8/20/1991 1129273070 995 J 12/1/2003
Change Student's School Mobility to current Grade Level
Set School Enter Date
Review Tables to Copy
Update

After selecting the student click the mouse on **Review Tables to Copy** at the bottom of the form. The following form will display records to select to be transferred over with the student.

The tables will display on the right side of the form that will automatically be transferred with the student's records. On the left side of the form are tables that do not transfer automatically.

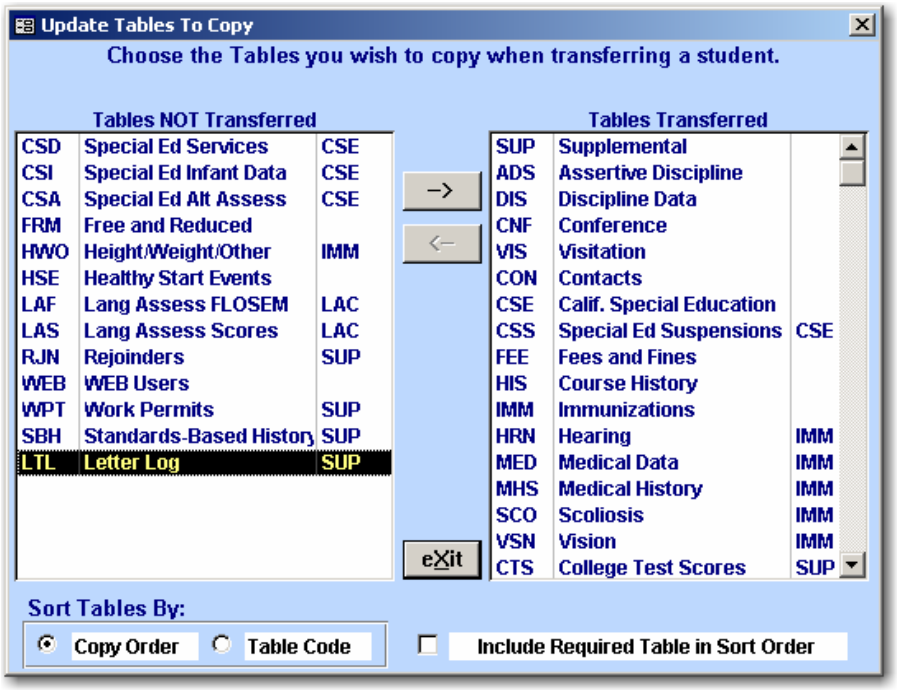


To select a table to be transferred or to de-select a table, click the mouse on the table selected.

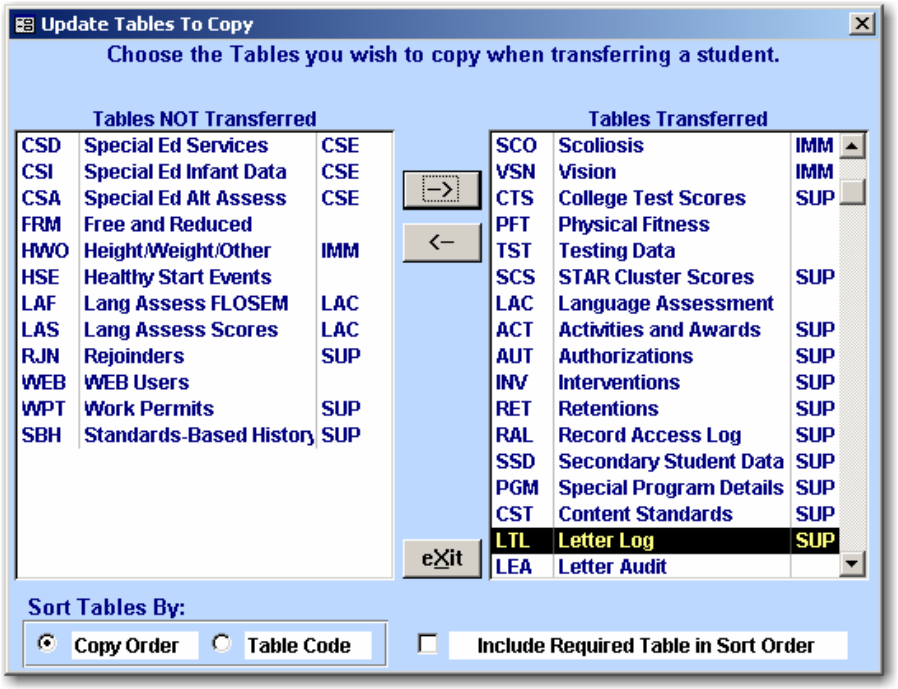
NOTE:

A message may display at the top of the form indicating that the database administrator has locked these tables and cannot be changed.

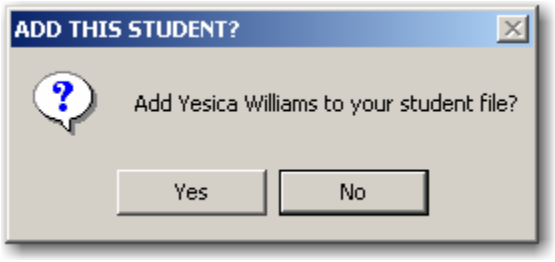
The table selected will be **hi-lited**. Click the mouse on the **arrow**.



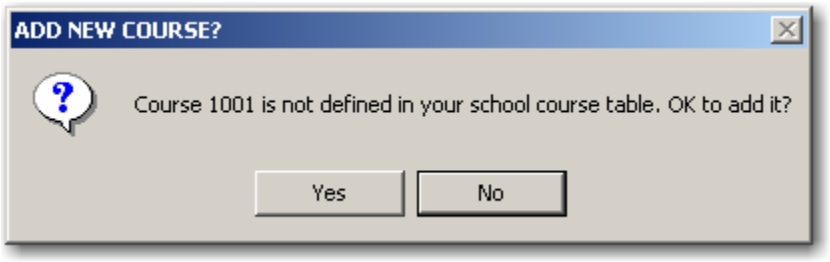
The table will now be listed in the **Tables Transferred** column and will be **hi-lited**. After all tables have been selected or de-selected click the mouse on the **Exit** button.



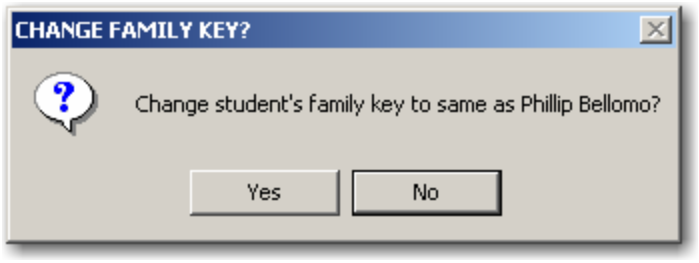
Click the mouse on the **Update** button. The message, **ADD THIS STUDENT?** will display with the student name selected. Verify this is the correct student to be added. Click the mouse on the **Yes** button.



A message may display if the student records contain a course not defined in the course table. Clicking the mouse on the **Yes** button will add this course to your course table.



If this students Telephone number matches a telephone number already in the database a message will display to change family keys. To change family keys click the mouse on the **Yes** button.



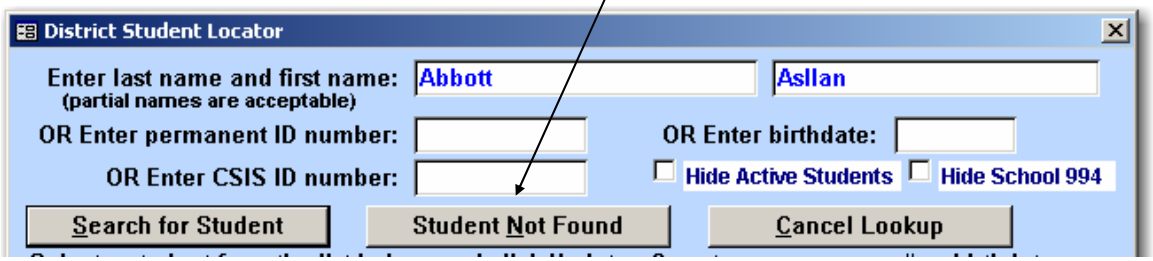
The student information will now display on the **Student Data** form. The **Stu#** will automatically be assigned. Type any changes and press **Enter**. The student will be added to the student database.

Student is NOT currently enrolled in attendance will display in the middle of the form. The student **must** be enrolled into attendance the first day the student will begin class.

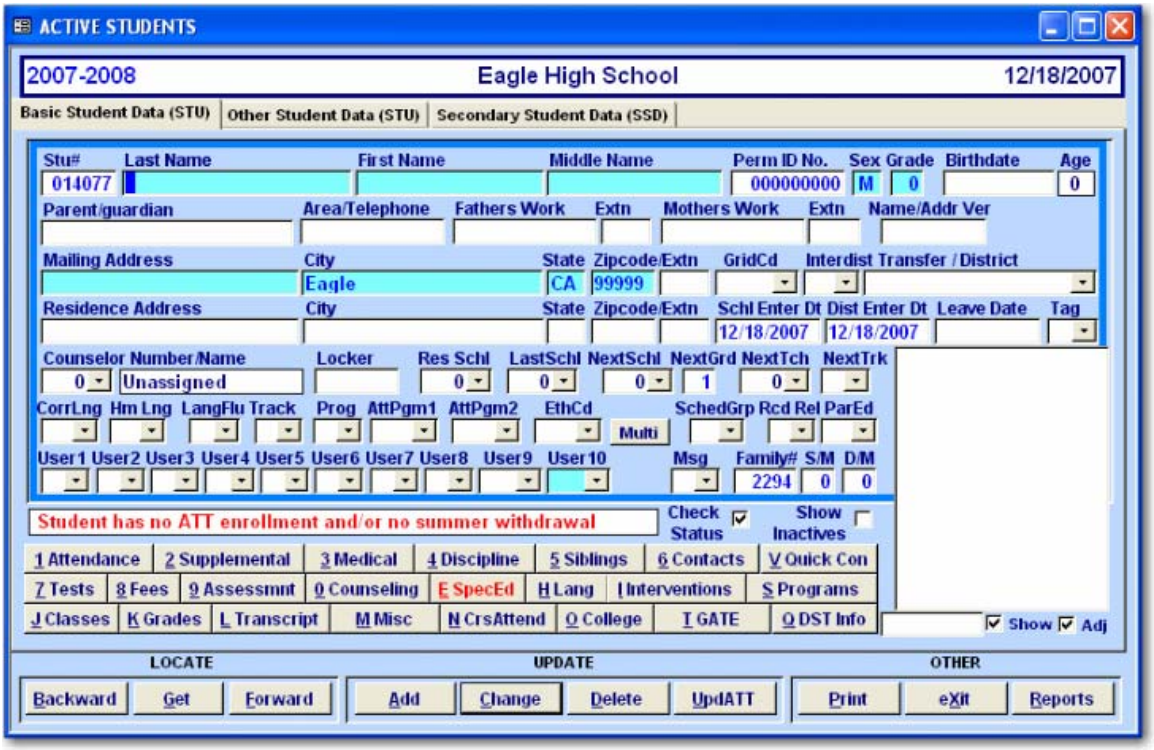
NOTE: **New students <u>DO NOT</u> get added to attendance automatically.**

STUDENT NOT FOUND IN DISTRICT DATABASE

If the **District** database has been searched and the student cannot be located, the student can now be added to the student database. Click the mouse on the **Student Not Found** button.



The **Student Data** form will display with the cursor in the **Last Name** field. Type the student's information in the **Student Data** form. The **Stu#** and **Perm ID#** will automatically be assigned. Press **Enter**. The student will be added to the **STU** table.



Student is NOT currently enrolled in attendance will display in the middle of the form. The student must be enrolled into attendance the first day the student will begin class.

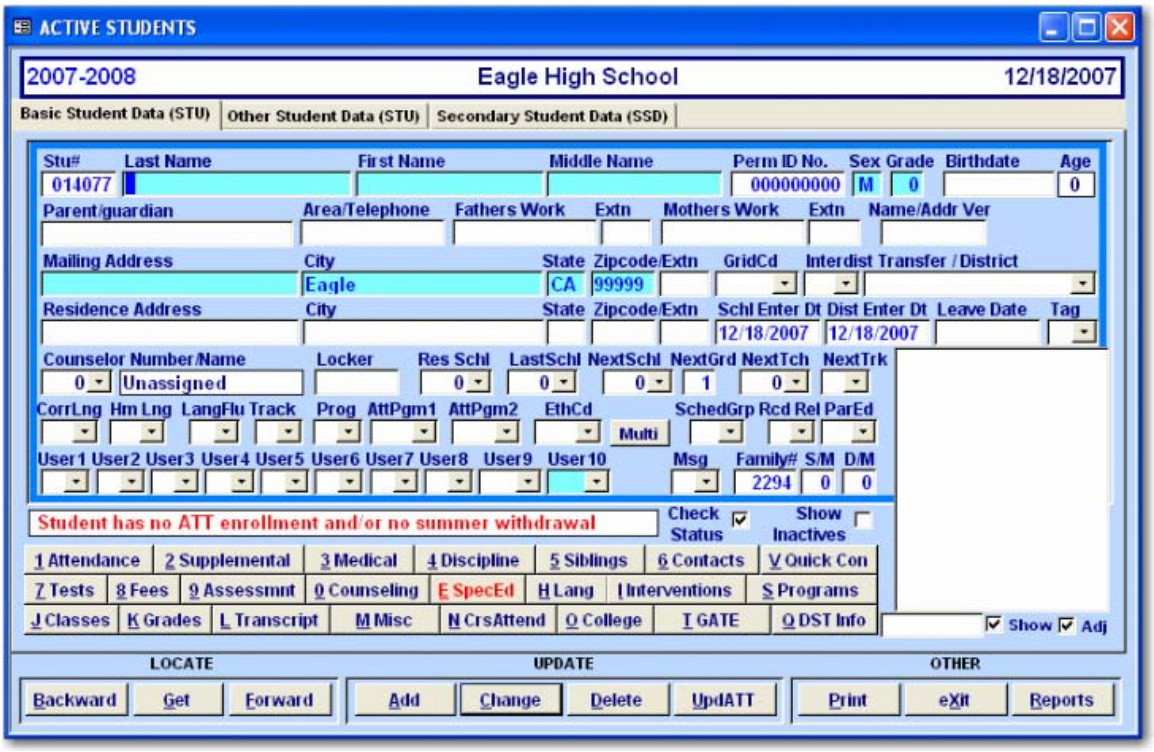
NOTE: **New students DO NOT get added to the attendance automatically.**

INDIVIDUAL SCHOOL SITE

If an individual school site **does not** have a **District** database the **District Student Locator** form will not display when adding a student.

ADD A NEW STUDENT

To add a new student, click the mouse on the **Add** button. The **Student Data** form will display with the cursor in the **Last Name** field. Type the student's information in the **Student Data** form. The **Stu#** and **Perm ID#** will automatically be assigned. Press **Enter**. The student will be added to the **STU** table.

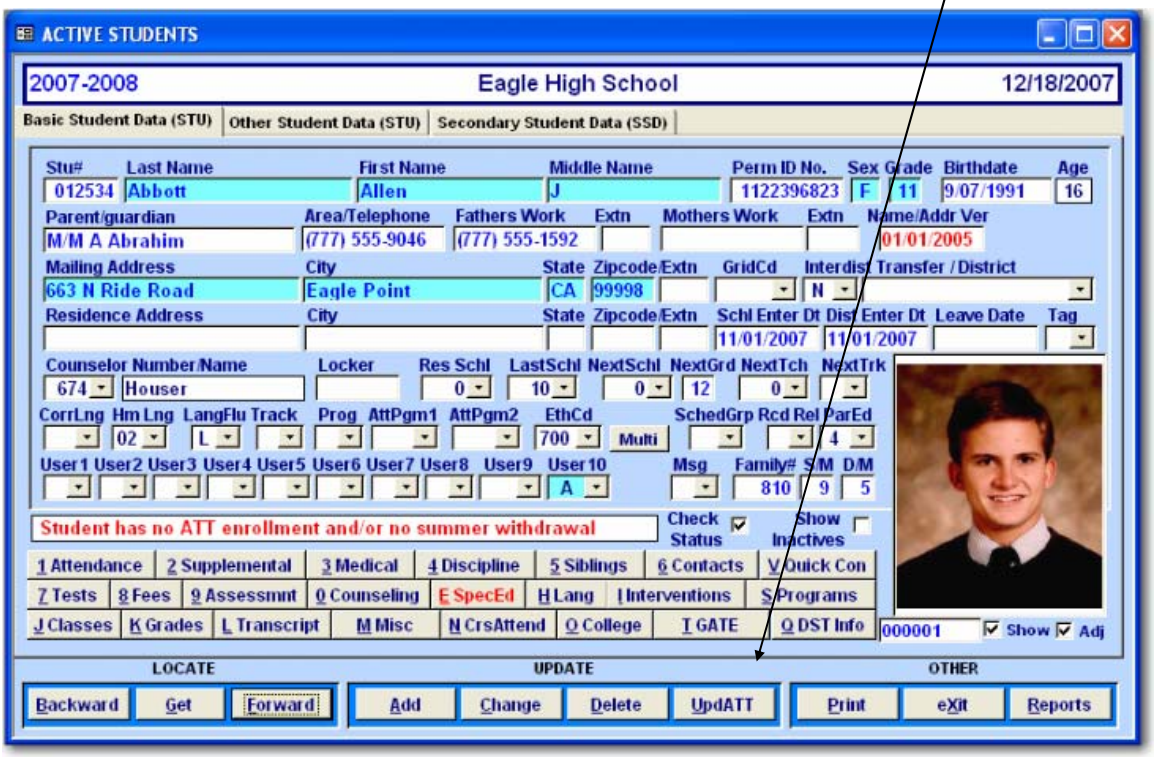


Student has no ATT enrollment and/or summer withdrawal will display in the middle of the form. The student **must** be enrolled into attendance the first day the student will begin class.

NOTE: **New students DO NOT get added to the attendance automatically.**

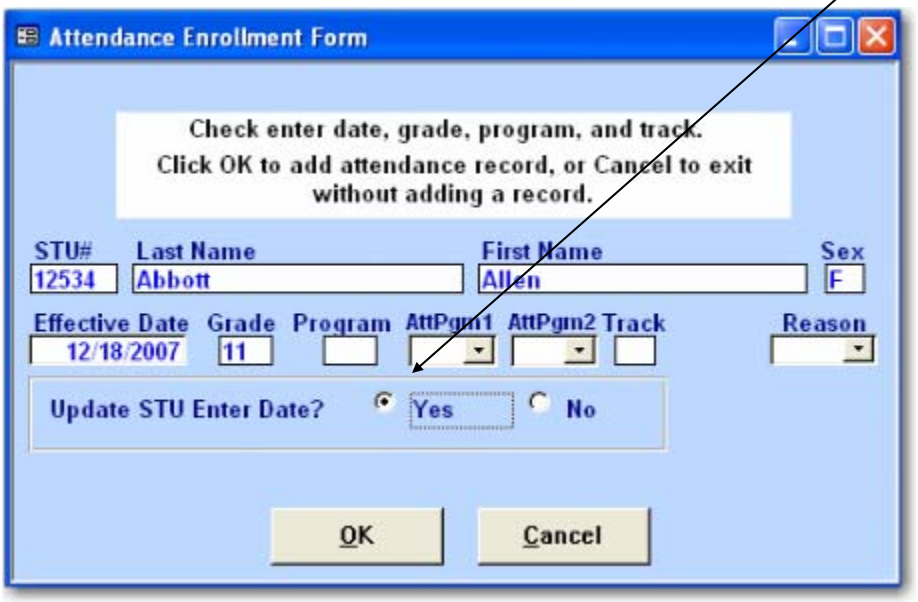
ENROLL A NEW STUDENT IN ATTENDANCE

After a student has been added to the **STU** table they **must** be added to the **ATT** table. Click the mouse on the **UpdATT** button.



The following form will display. Verify the information is correct for the student displayed.

The **Reason, Effective Date, AttPgm1** and **AttPgm2** are the only fields that can be changed from this form. If the date is changed and needs to be updated in the **STU** table, click the mouse on **Yes** to update the date.

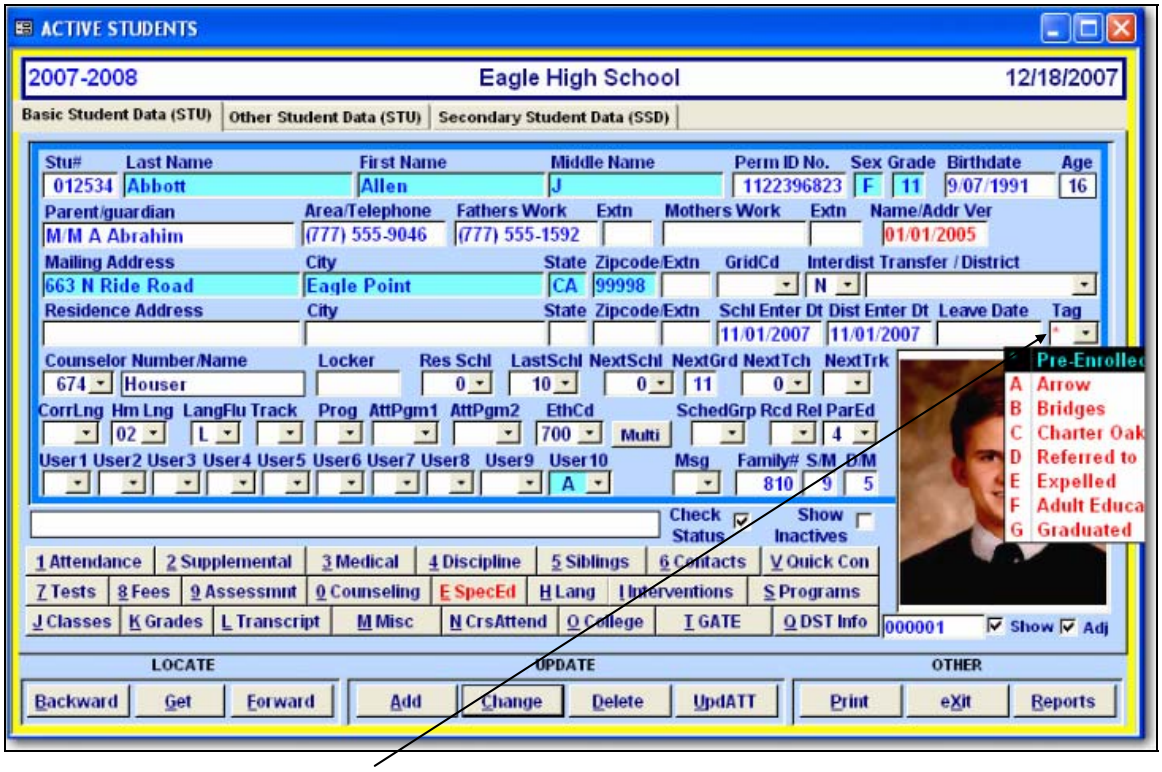


All other changes that need to be performed must be changed on the Student Data form.

If all information is correct, click the mouse on the **OK** button. A message will display that the student has been enrolled in the **ATT** table successfully. Click the mouse on the **OK** button.

ADD A PRE-ENROLLED STUDENT

If a new student will be attending the school next year they can be **pre-enrolled** into the current school year. When the new database is created for the next school year the student will be activated in the database. To pre-enroll a new student, click the mouse on the **Add** button. Type all student information.

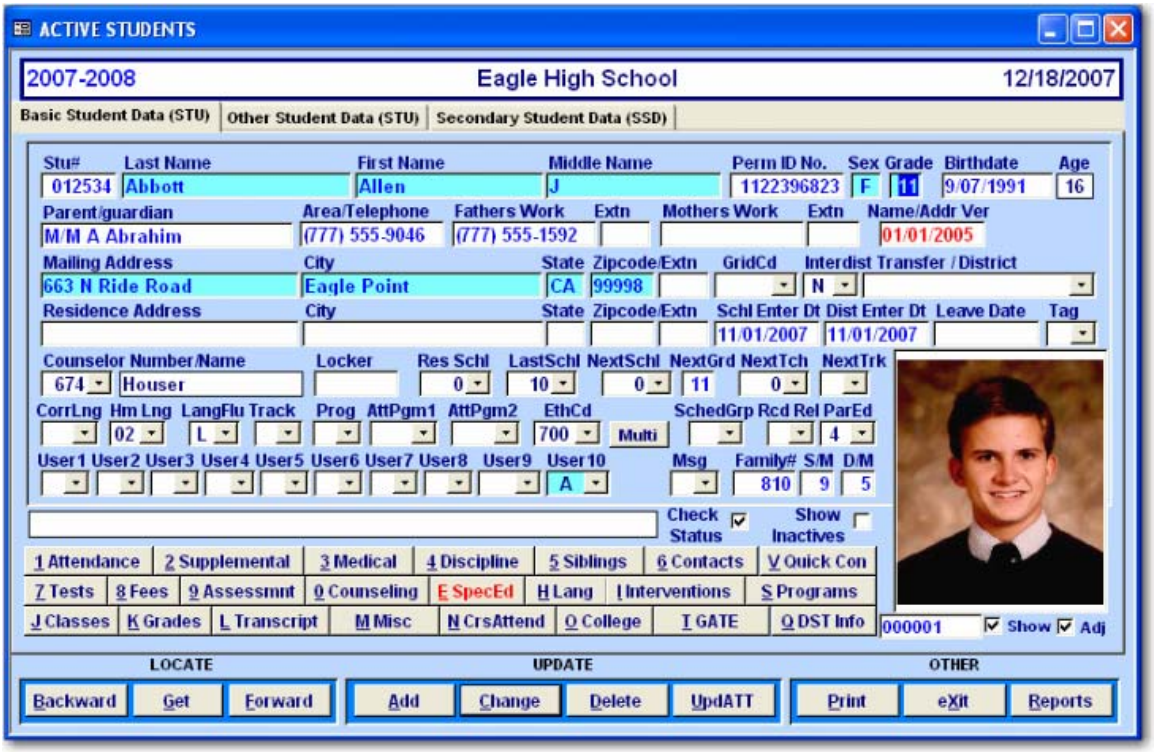


Type an ***** into the **Tag** field. The **N/Grd** field **MUST** contain the same grade as the **Grade** field for the upcoming school year. Type the grade into the **N/Grd** field and press **Enter**. The student will now be entered into this year's database as pre-enrolled and is **inactive** in the current year's file. When the new year database is created this student will "**roll-over**" into the new year file with the same grade level entered in the **Grade** field.

NOTE: **DO NOT add pre-enrolled students into the attendance table.**

CHANGE STUDENT DATA

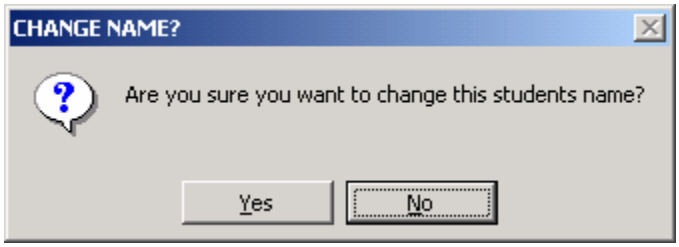
Use the **Locate** options to display the student selected. Click the mouse on the **Change** button. The cursor will automatically display in the **Sex** field. Press **Tab** to the field to be changed. Enter the new information in the field selected and press **Enter.**



NOTE:

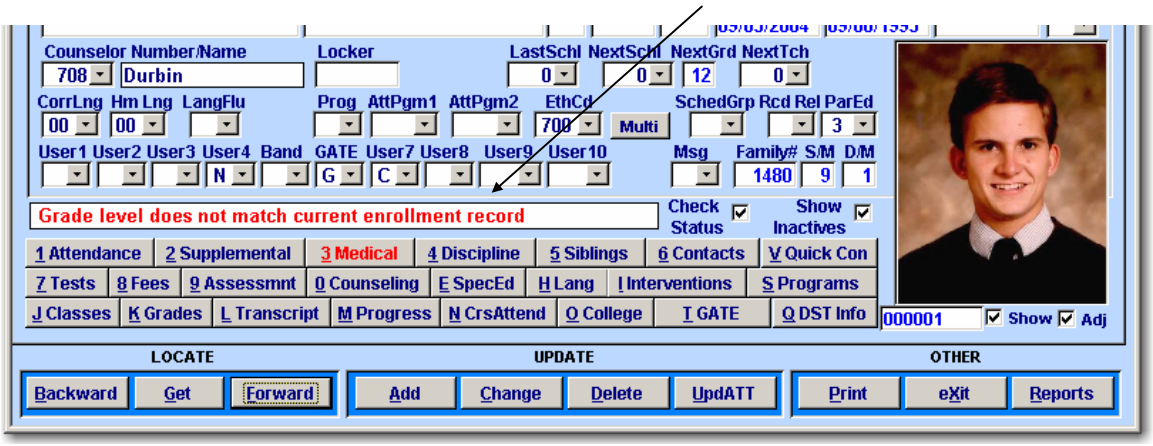
Use the BACK TAB function (Shift and TAB) to access the fields prior to the sex field.

If changes are made to the student's number, last name, first name, middle name, permanent ID or sex a message will display verifying that the change is correct. Click the **Yes** button to continue.



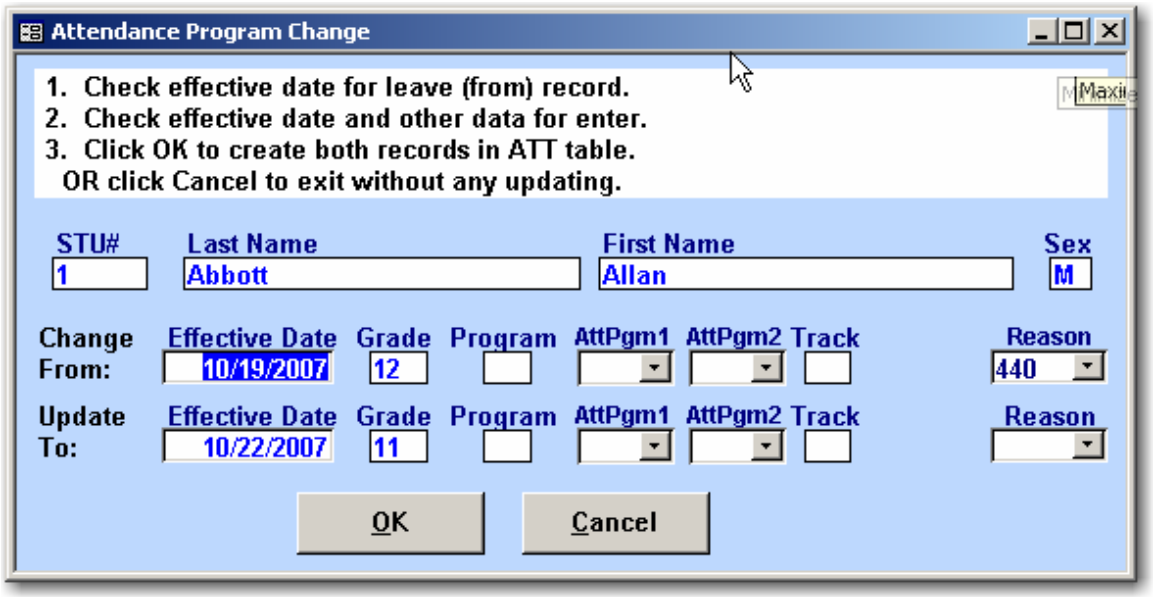
To remove a change, click the mouse on the **No** button and press the **Esc** key. The field will be reversed back to the original data.

If information is changed that affects the attendance it **must** be updated in the **ATT** table and a **message** will display.



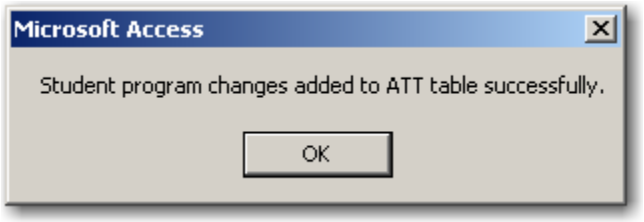
To update the **ATT** table, click the mouse on the **UpdATT** function.

The following form will display. The **Change From Effective Date** will be the current date. The **Effective Date** can be changed. The **Update To Effective Date** most likely will be the next school day.



The grade, program and track are taken from the current student data and can only be changed in **Student Data**. Click the mouse on the **OK** button and two entries will be made in the **ATT** table.

The following message will display. Click the mouse on the **OK** button.

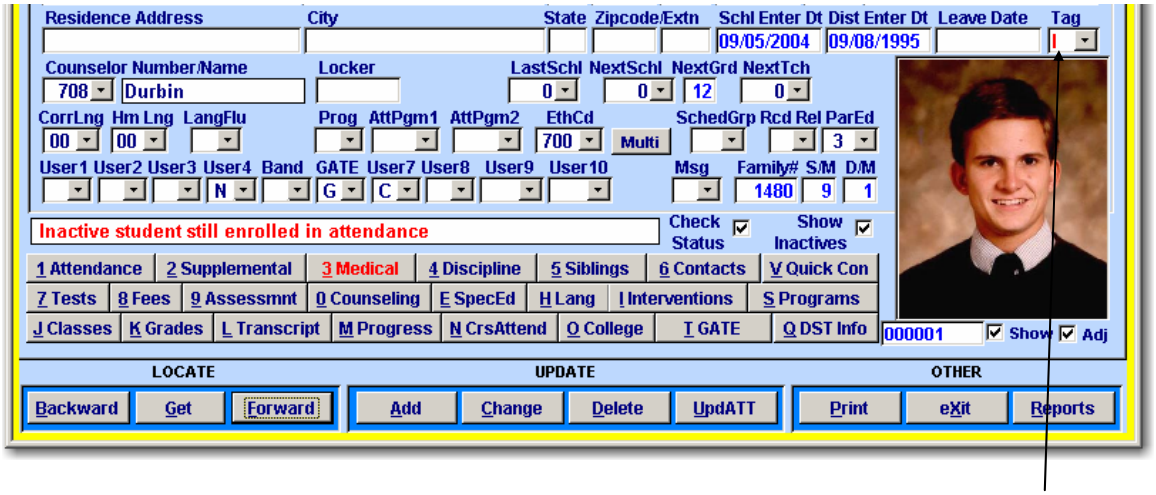


NOTE:

All changes to the student information that affect the ATT table should be verified in the Attendance data.

INACTIVATE OR WITHDRAW A STUDENT

Use the **Locate** options to display the student to be inactivated.



Click the mouse on the down arrow key to the right of the **Tag** field. Click the mouse on the code selected and press **Enter**.

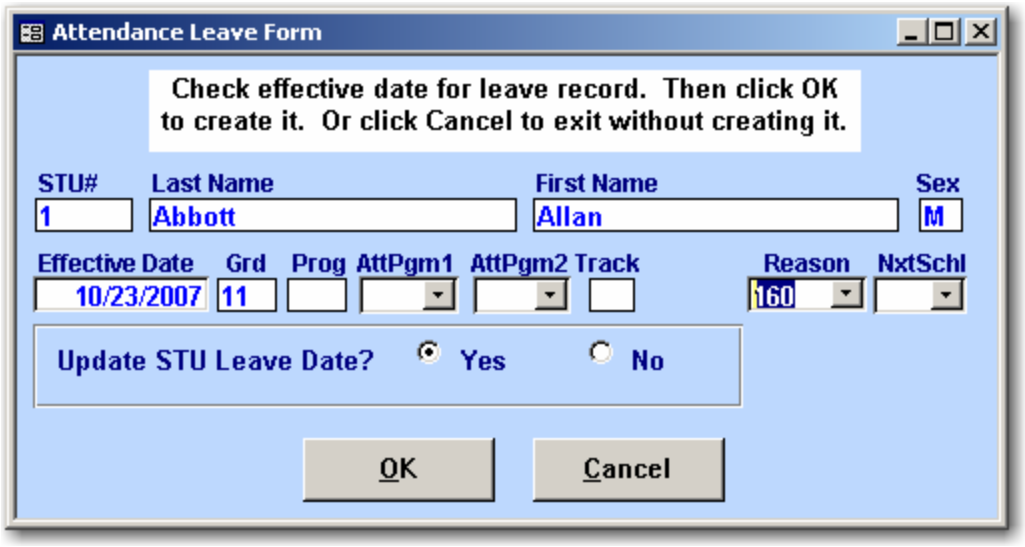
Inactive student still enrolled in attendance will display in the middle of the form and a colored border will display around the form.

To update the attendance record, click the mouse on the **UpdATT** button.

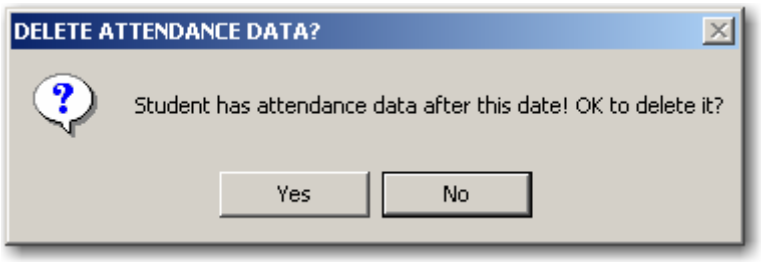
NOTE:

Students <u>ARE NOT</u> inactivated from attendance automatically.

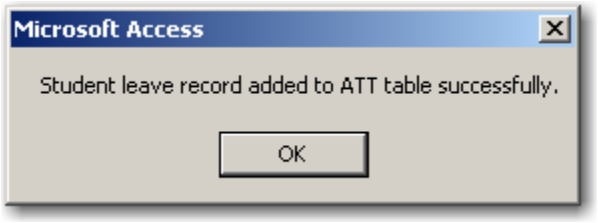
The **Attendance Leave** form will display. The **Effective Date** will be the current date. To change the effective date, type the new date into the **Effective Date** field. Choose a **Reason** code. **Next School** can also be entered.



Click **OK** to create a '**leave record**' for this student. If the student has attendance data after the effective date the following error message will display. To cancel click the mouse on the **No** button.



To delete the attendance data, click the mouse on the **Yes** button and the following message will display. Click the mouse on the **OK** button.

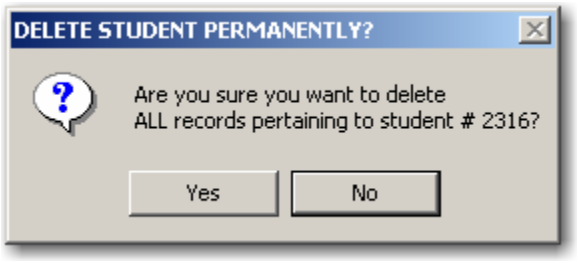


NOTE: **All changes made MUST be verified in Attendance for the student record changed.**

TO DELETE A STUDENT

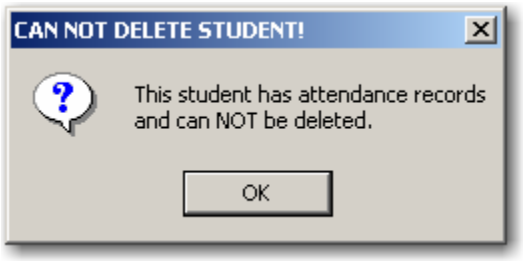
The **Delete** function may be used to delete a student from the **STU** table. **But this function is rarely used and most schools will inactivate the student.**

Use the **Locate** options to display the student and click the mouse on the **Delete** button. The following message will display.



Click the mouse on the **Yes** button and this record will permanently be removed from the student database.

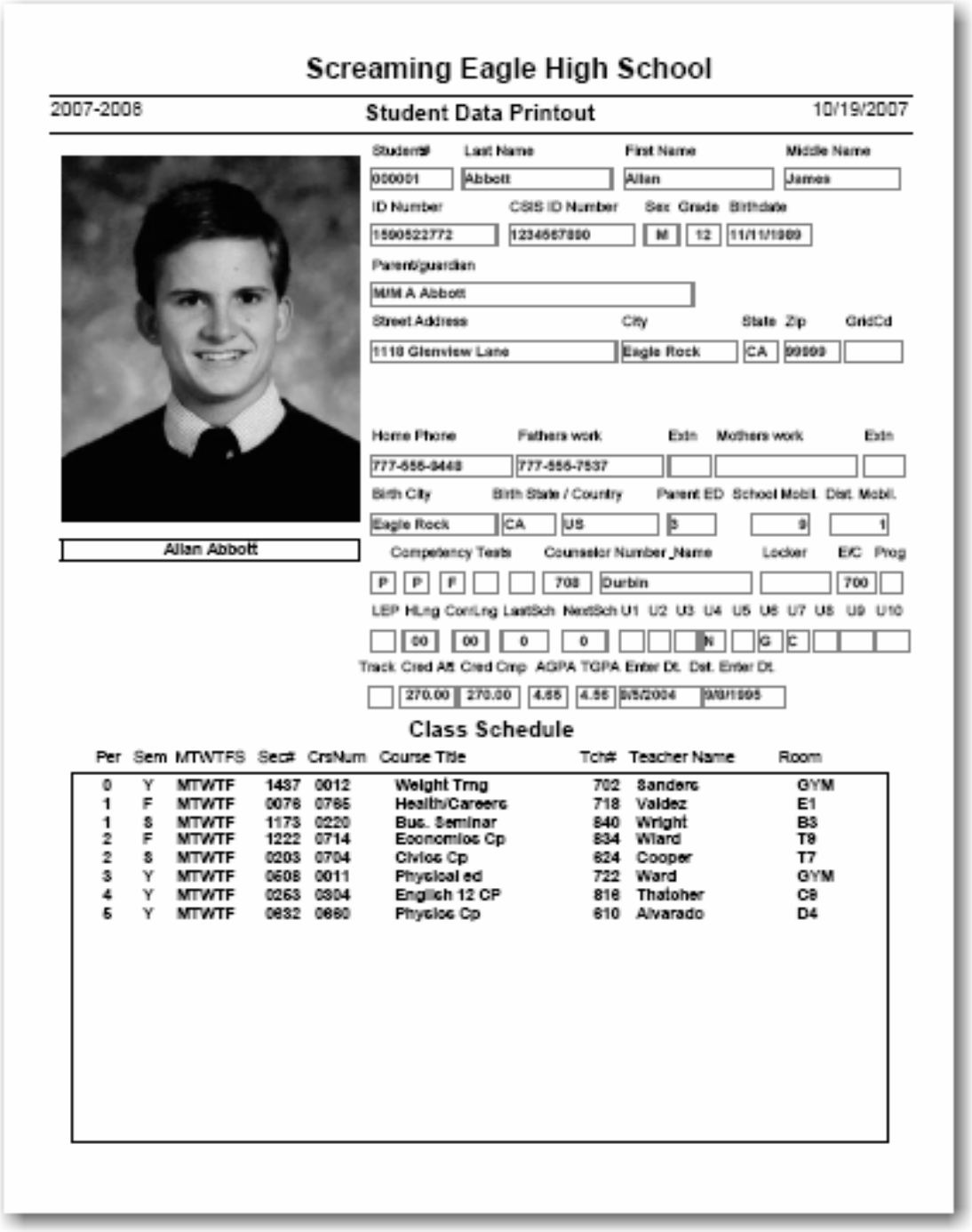
A student cannot be deleted if enrolled in Attendance. If a student is enrolled in attendance the following message will display after the **Delete** button has been selected.



NOTE: **If a delete CANNOT be performed the student must be Withdrawn or Inactivated.**

PRINT STUDENT DATA

To print a copy of the student data, click the mouse on the **Print** button. The following printout will be generated.



Screaming Eagle High School

2007-2008 — Student Data Printout — 10/19/2007

Allan Abbott

Student#	Last Name	First Name	Middle Name
000001	Abbott	Allan	James

ID Number	CSIS ID Number	Sex	Grade	Birthdate
1590522772	1234567890	M	12	11/11/1989

Parent/guardian: M/M A Abbott

Street Address	City	State	Zip	GridCd
1110 Glenview Lane	Eagle Rock	CA	99999	

Home Phone	Fathers work	Extn	Mothers work	Extn
777-555-9448	777-555-7537			

Birth City	Birth State / Country	Parent ED	School Mobil.	Dist. Mobil.
Eagle Rock	CA	US	3	9	1

Competency Tests					Counselor Number_Name		Locker	EIC	Prog
P	P	F			708	Durbin		700	

LEP	HLng	CorrLng	LastSch	NextSch	U1	U2	U3	U4	U5	U6	U7	U8	U9	U10
	00	00	0	0				N		G	C			

Track	Cred Att	Cred Cmp	AGPA	TGPA	Enter Dt.	Dat. Enter Dt.
	270.00	270.00	4.65	4.65	8/5/2004	8/8/1995

Class Schedule

Per	Sem	MTWTFS	Sec#	CrsNum	Course Title	Tch#	Teacher Name	Room
0	Y	MTWTF	1437	0012	Weight Trng	702	Sanders	GYM
1	F	MTWTF	0078	0765	Health/Careers	718	Valdez	E1
1	S	MTWTF	1173	0220	Bus. Seminar	840	Wright	B3
2	F	MTWTF	1222	0714	Economics Cp	834	Wiard	T8
2	S	MTWTF	0203	0704	Civics Cp	824	Cooper	T7
3	Y	MTWTF	0608	0011	Physical ed	722	Ward	GYM
4	Y	MTWTF	0263	0304	English 12 CP	816	Thatcher	C8
5	Y	MTWTF	0832	0660	Physics Cp	810	Alvarado	D4

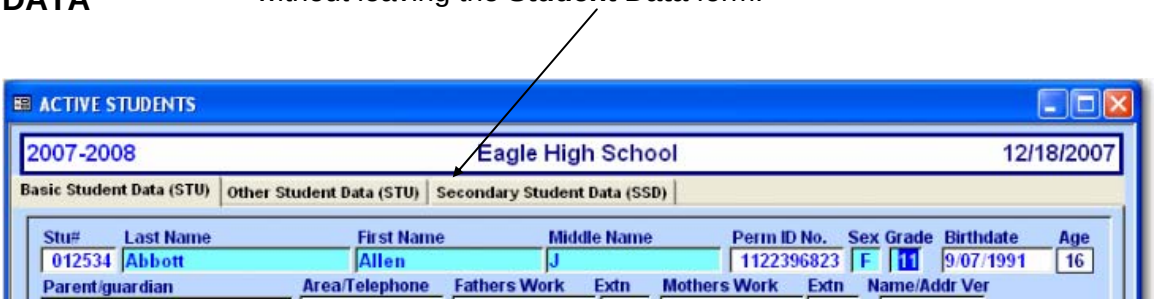
STUDENT REPORTS BUTTON

This function will display a menu containing all the various student reports available for printing from the student database.

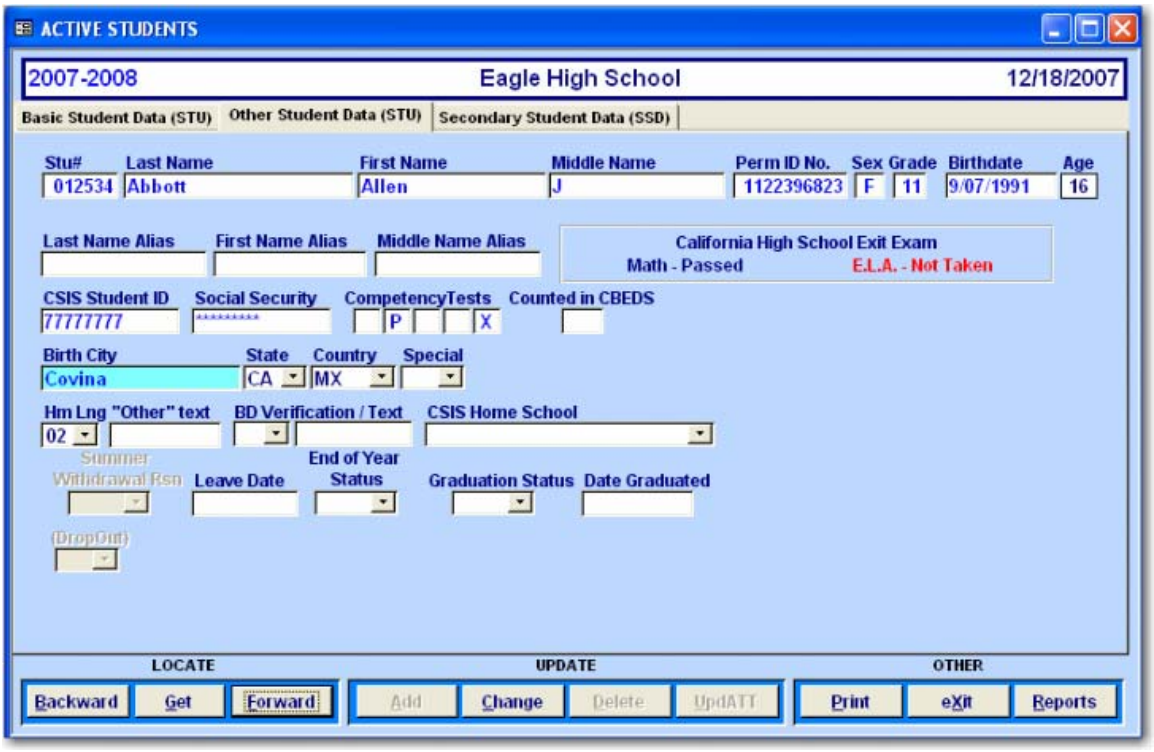
For more information see the Student Reports documentation.

ADDITIONAL STUDENT DATA

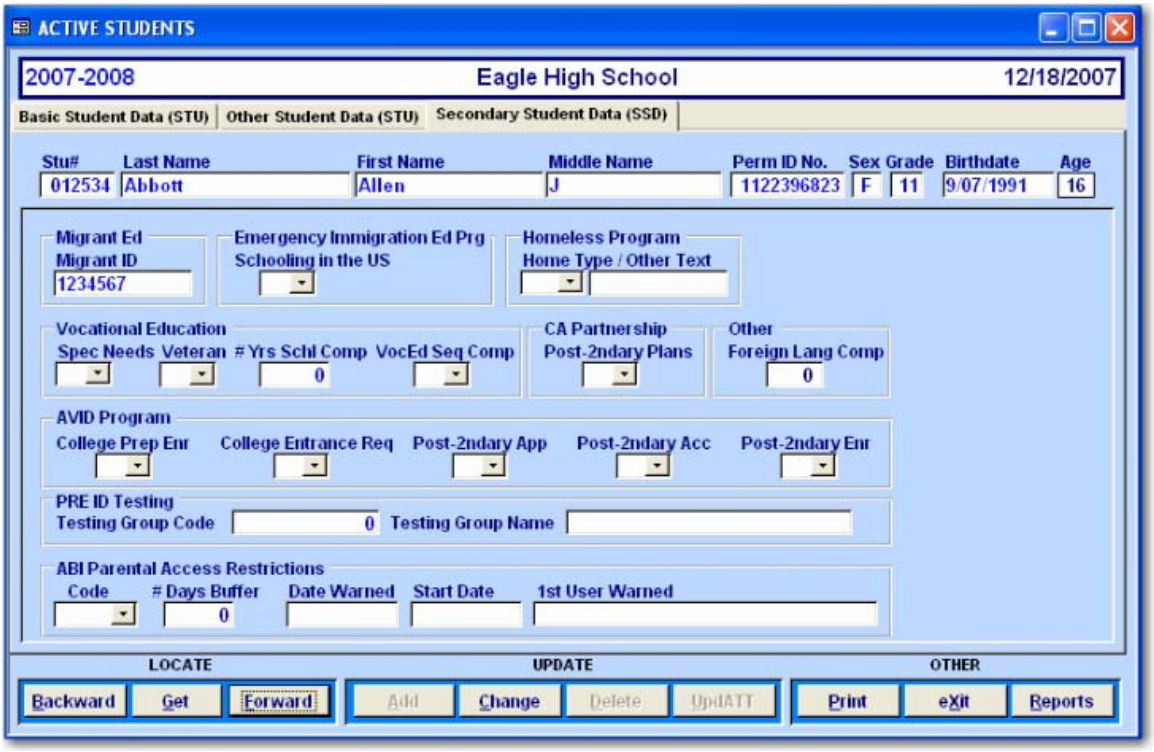
At the top of the form additional **"tabs"** display. These tabs allow you to access various student information to update or display without leaving the **Student Data** form.



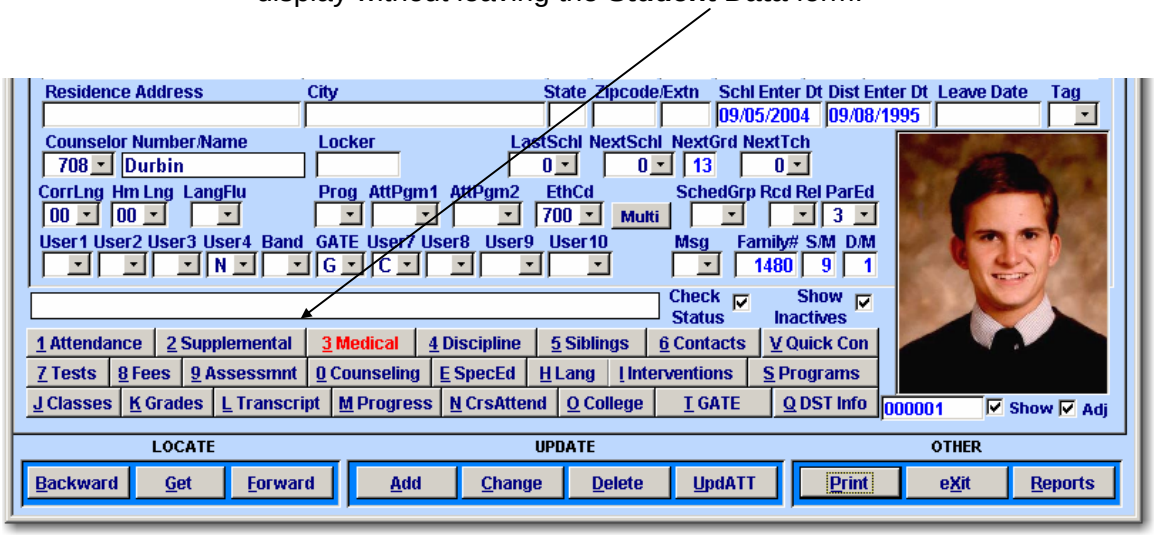
The **Other Student Data** is accessible by clicking the mouse on the second tab. Additional Student Data will display.



The **Secondary Student Data** is accessible by clicking the mouse on the third tab. Additional Student Data will display.



At the bottom of the form additional **"buttons"** display. These buttons allow you to access various student information to update or display without leaving the **Student Data** form.

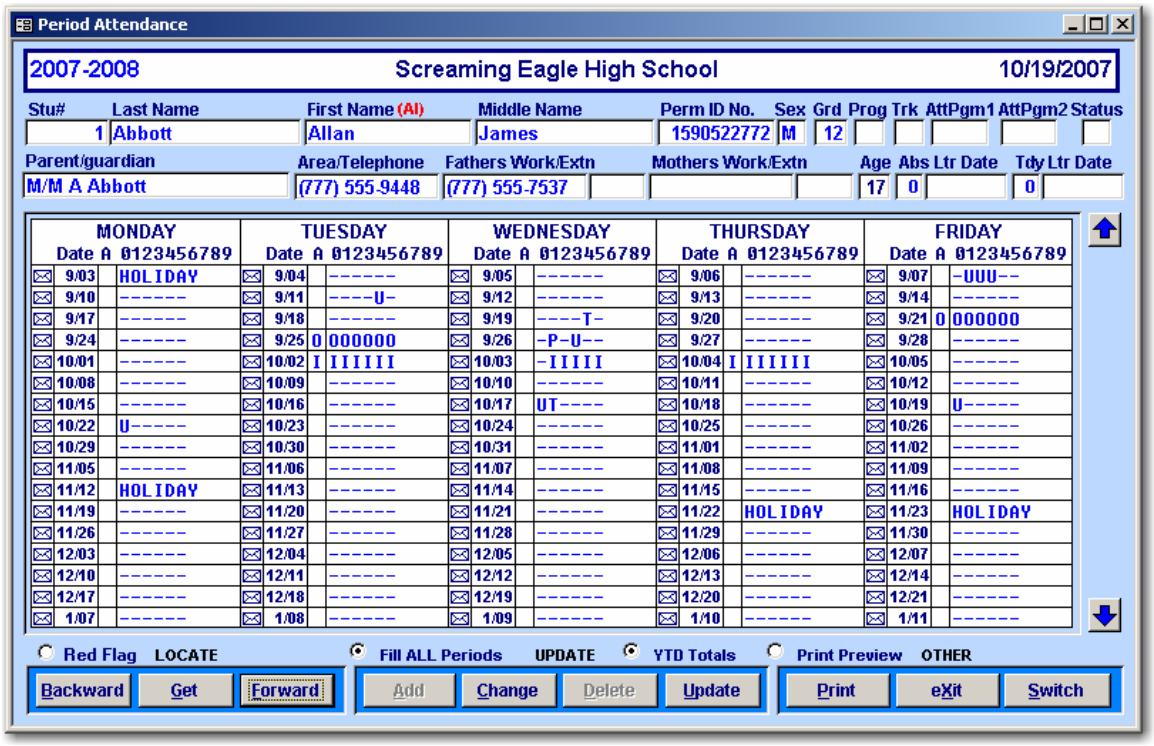


From within each of these forms, indicators can be set that will highlight the button in **red**. Theses buttons indicate to the user that there is crucial information on file for this student.

To access this data, click the mouse on the button selected. The information will display for the student currently displayed on the **Student Data** form.

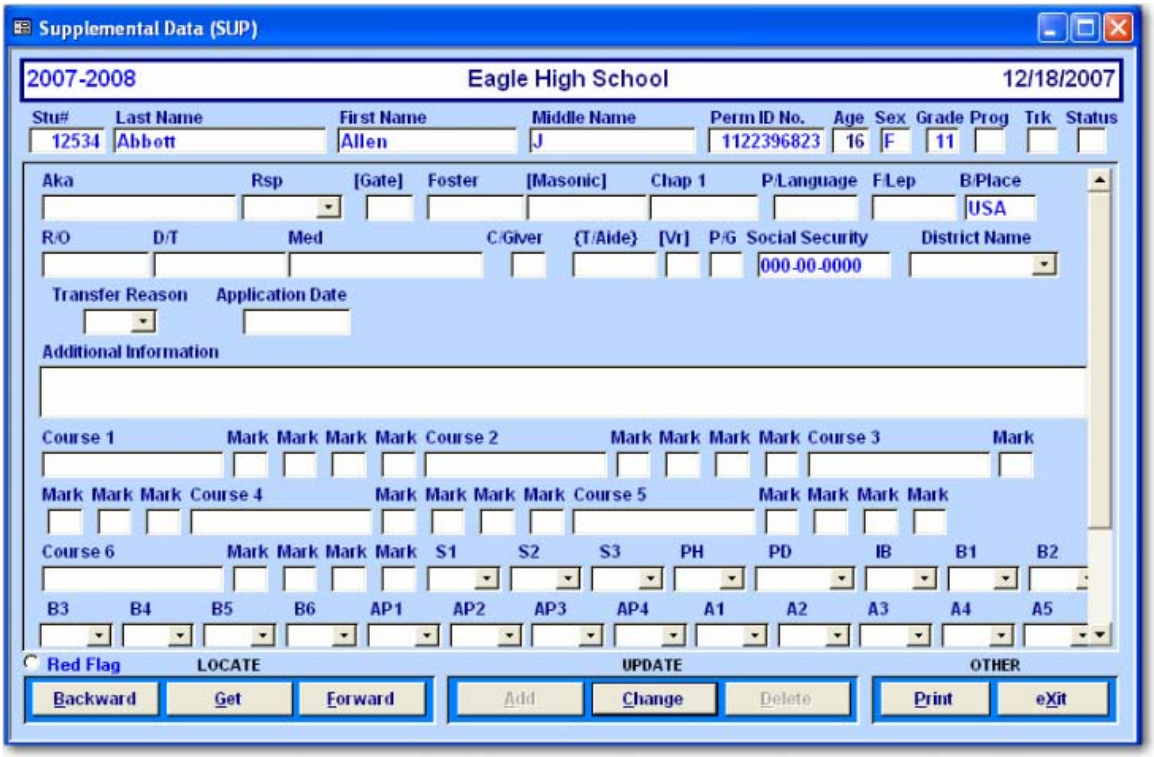
ATTENDANCE

The **Period Attendance** is a form that is used to display or update a student's attendance record. **For procedures see the Attendance Cycle documentation**.



SUPPLEMENTAL

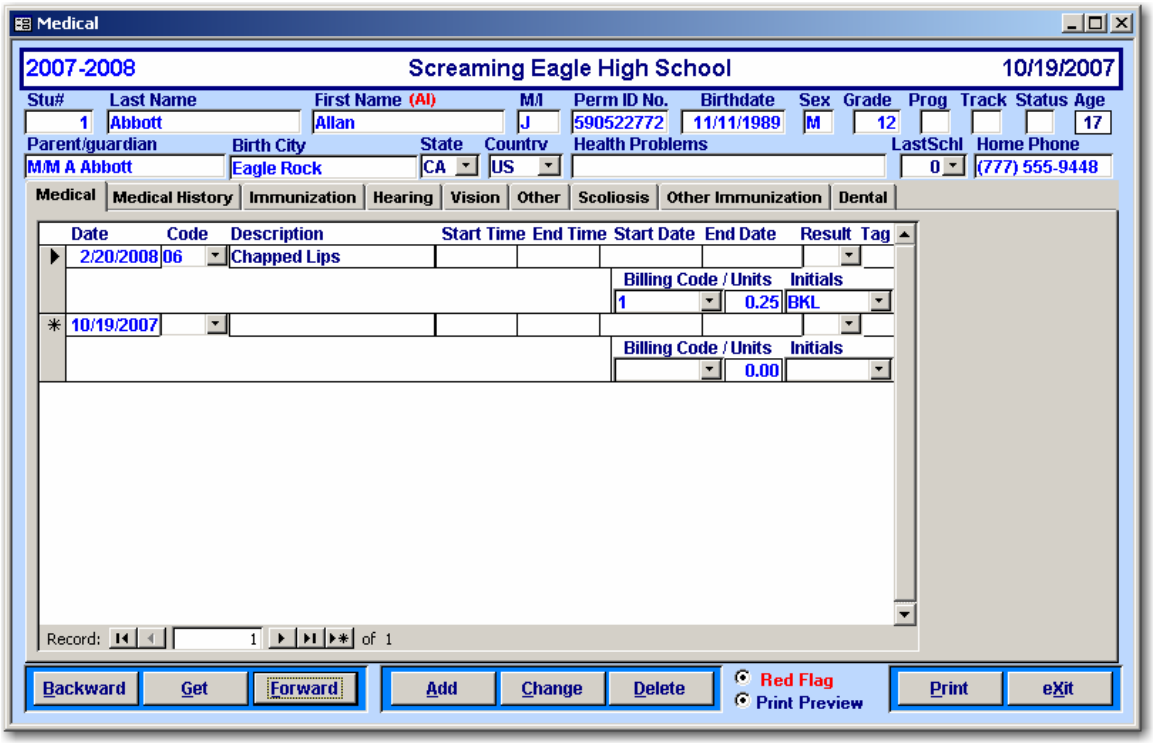
The **Supplemental Data** is a form that stores unique student data for each District and can be customized by the District.



To update the **Supplemental** form, click the mouse on the **Change** button. The cursor will display in the first field available. Press **Tab** to the field selected. Type the data into the field and press **Enter**.

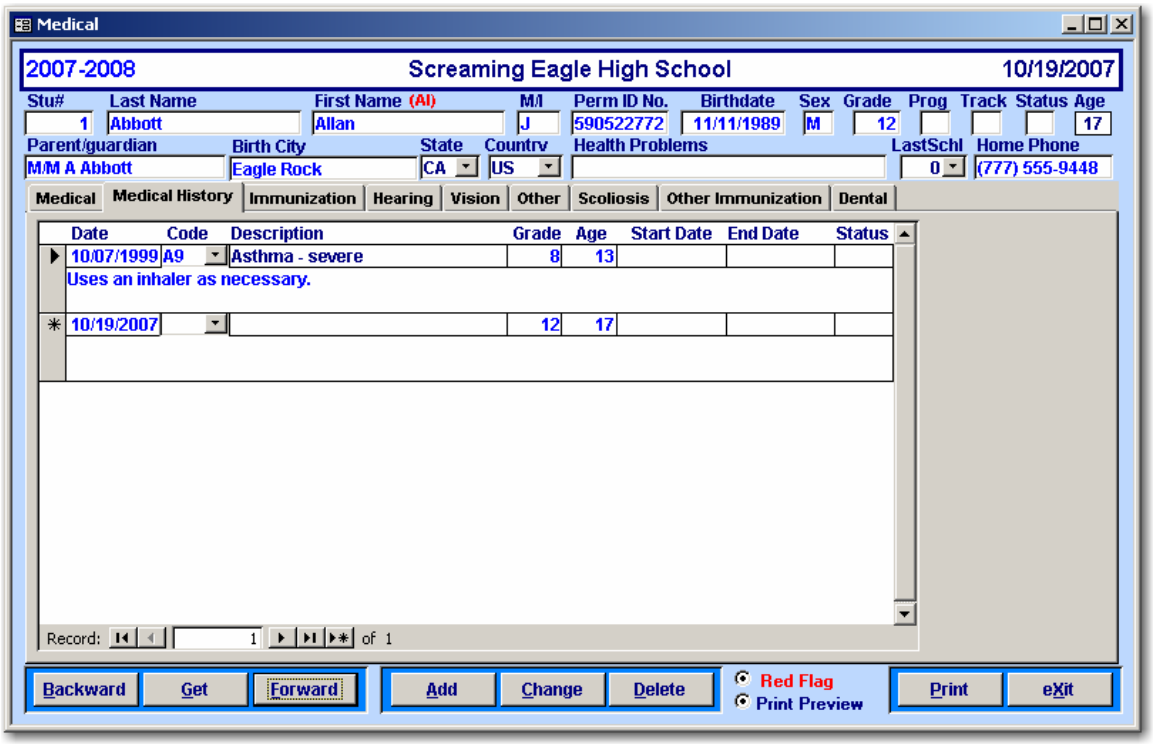
MEDICAL

The **Medical** form gives access to various forms that allows you to add different medical information for a student by category. To select a form to display click the mouse on the **Tab** selected.

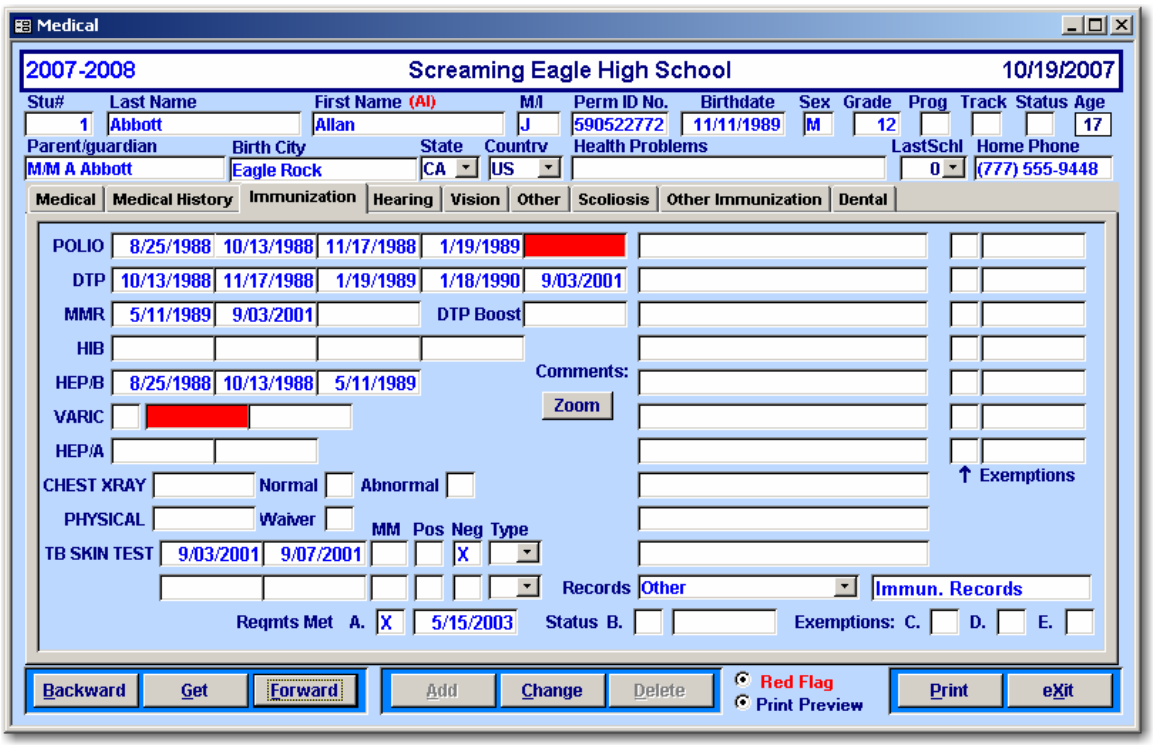


To add information to any of the **Medical** forms displayed, click the mouse on the **Add** button. The arrow will display in the gray box to the left of the form. The current date will display. Press **Tab** to the field selected. Type the data into the field and press **Enter**.

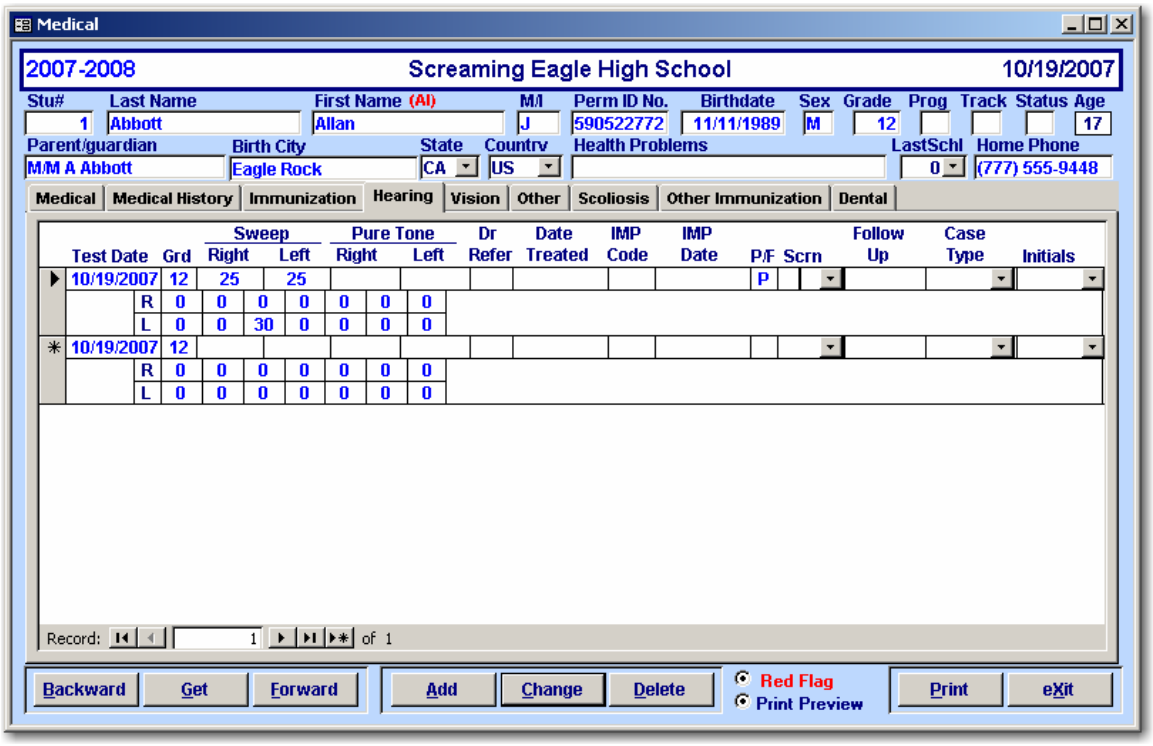
Additional **Medical** forms are also available. The following is the **Medical History** form accessible by clicking the mouse on the **Tab**.



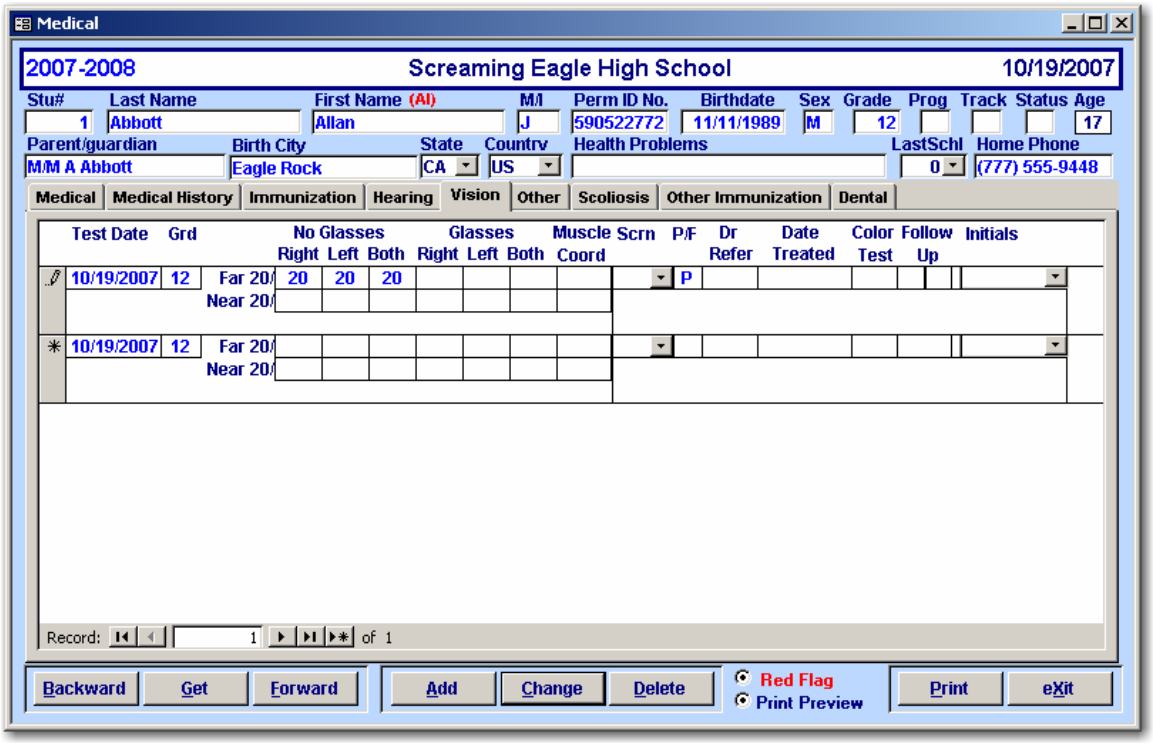
The following is the **Immunization** form accessible by clicking the mouse on the **Tab**.



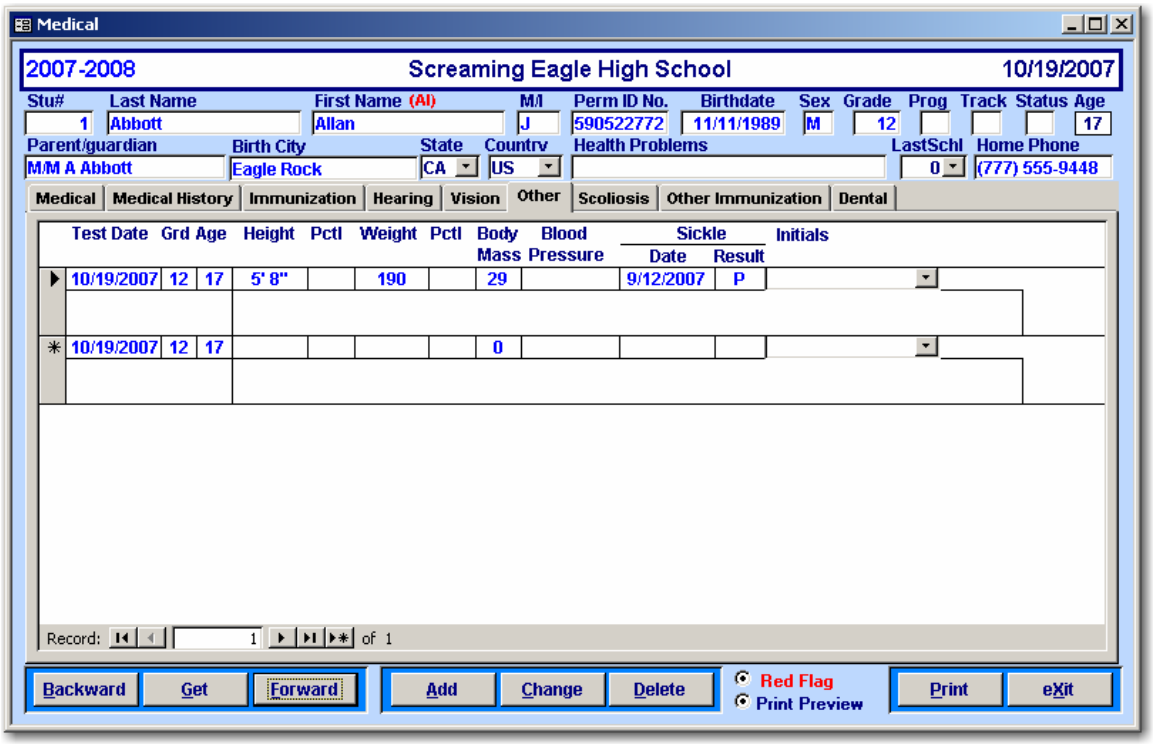
The following is the **Hearing** form accessible by clicking the mouse on the **Tab**.


Medical
2007-2008
Screaming Eagle High School
10/19/2007
Stu# 1
Last Name Abbott
First Name (Al) Allan
MI J
Perm ID No. 590522772
Birthdate 11/11/1989
Sex M
Grade 12
Prog
Track
Status
Age 17
Parent/guardian M/M A Abbott
Birth City Eagle Rock
State CA
Country US
Health Problems
LastSchl 0
Home Phone (777) 555-9448
Medical | Medical History | Immunization | Hearing | Vision | Other | Scoliosis | Other Immunization | Dental
Test Date Grd Sweep Right Sweep Left Pure Tone Right Pure Tone Left Dr Refer Date Treated IMP Code IMP Date P/F Scrn Follow Up Case Type Initials
10/19/2007 12 25 25 P
R 0 0 0 0 0 0 0
L 0 0 30 0 0 0 0
10/19/2007 12
R 0 0 0 0 0 0 0
L 0 0 0 0 0 0 0
Record: 1 of 1
Backward Get Forward Add Change Delete Red Flag Print Preview Print eXit

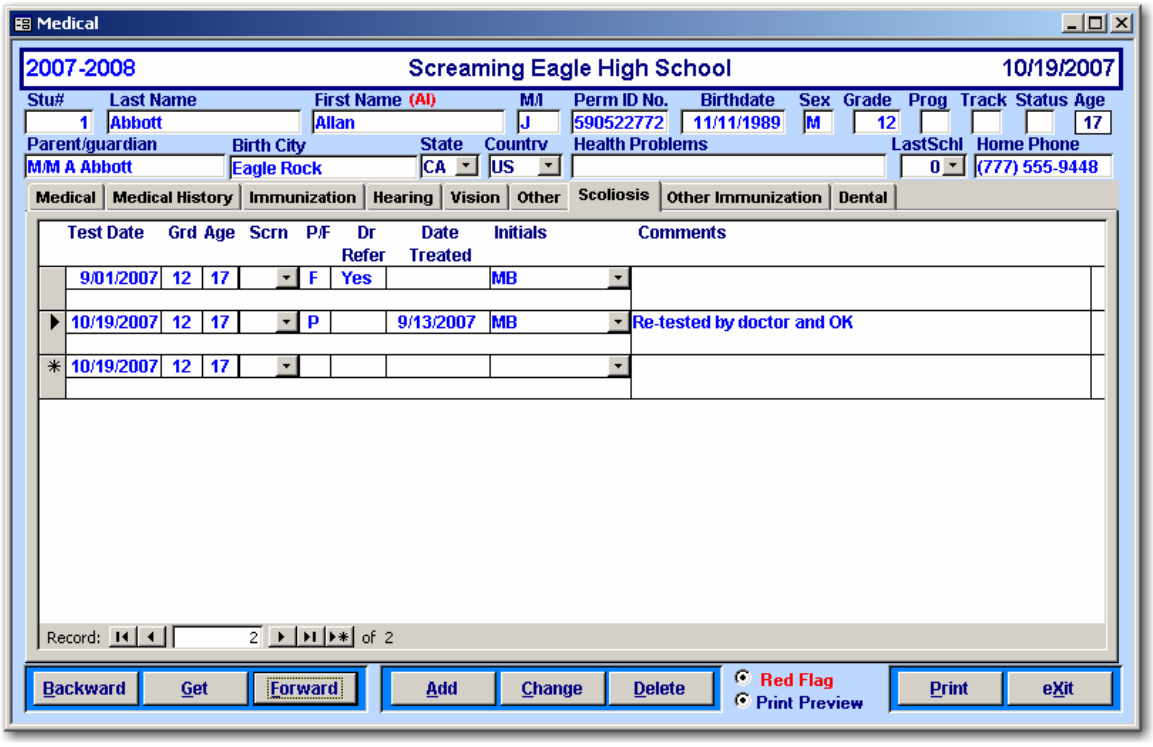
The following is the **Vision** form accessible by clicking the mouse on the **Tab**.


Medical
2007-2008
Screaming Eagle High School
10/19/2007
Stu# 1
Last Name Abbott
First Name (Al) Allan
MI J
Perm ID No. 590522772
Birthdate 11/11/1989
Sex M
Grade 12
Prog
Track
Status
Age 17
Parent/guardian M/M A Abbott
Birth City Eagle Rock
State CA
Country US
Health Problems
LastSchl 0
Home Phone (777) 555-9448
Medical | Medical History | Immunization | Hearing | Vision | Other | Scoliosis | Other Immunization | Dental
Test Date Grd No Glasses Right No Glasses Left No Glasses Both Glasses Right Glasses Left Glasses Both Muscle Coord Scrn P/F Dr Refer Date Treated Color Test Follow Up Initials
10/19/2007 12 Far 20/ 20 20 20
Near 20/
10/19/2007 12 Far 20/
Near 20/
Record: 1 of 1
Backward Get Forward Add Change Delete Red Flag Print Preview Print eXit

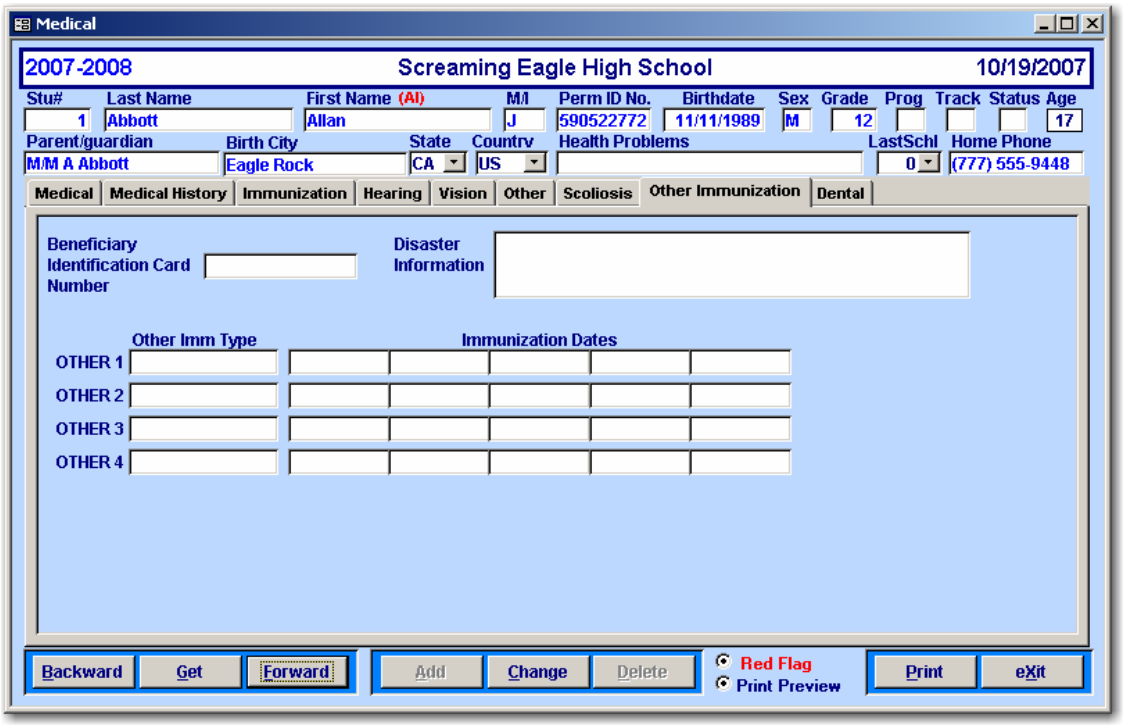
The following is the **Other** form accessible by clicking the mouse on the **Tab**.


Medical
2007-2008
Screaming Eagle High School
10/19/2007
Stu# 1
Last Name Abbott
First Name (Al) Allan
MI J
Perm ID No. 590522772
Birthdate 11/11/1989
Sex M
Grade 12
Prog
Track
Status
Age 17
Parent/guardian M/M A Abbott
Birth City Eagle Rock
State CA
Country US
Health Problems
LastSchl 0
Home Phone (777) 555-9448
Medical | Medical History | Immunization | Hearing | Vision | Other | Scoliosis | Other Immunization | Dental
Test Date | Grd | Age | Height | Pctl | Weight | Pctl | Body Mass | Blood Pressure | Sickle Date | Sickle Result | Initials
10/19/2007 | 12 | 17 | 5' 8" | | 190 | | 29 | | 9/12/2007 | P |
10/19/2007 | 12 | 17 | | | | | 0 | | | |
Record: 1 of 1
Backward | Get | Forward | Add | Change | Delete | Red Flag | Print Preview | Print | eXit

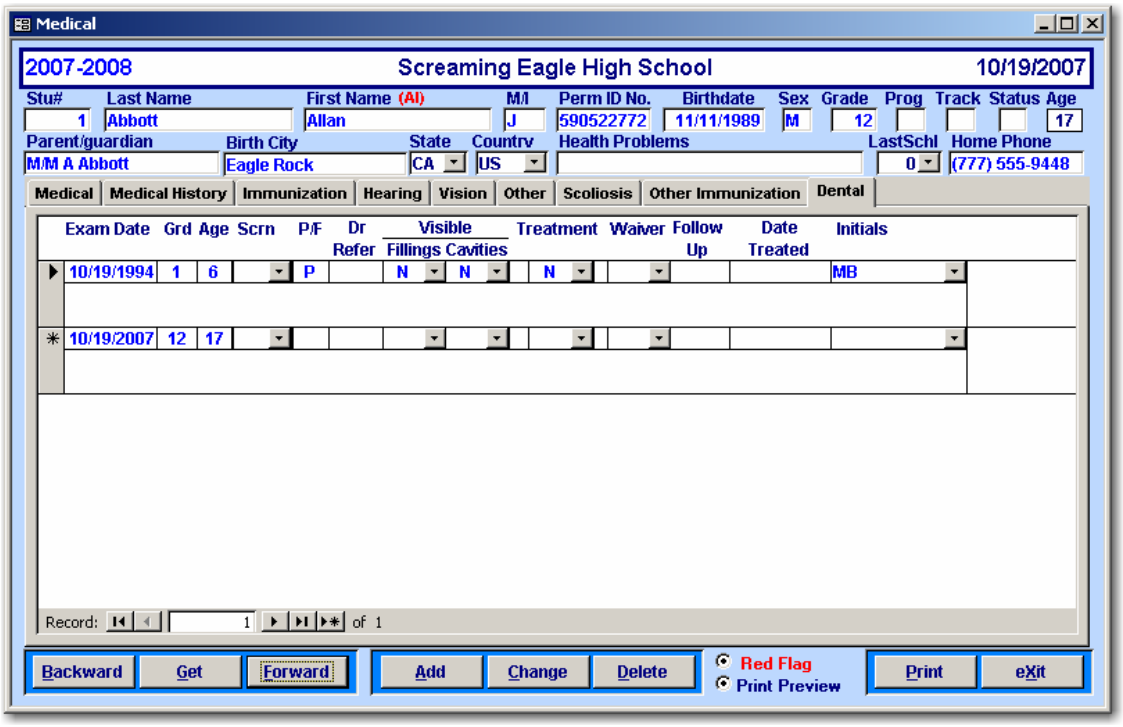
The following is the **Scoliosis** form accessible by clicking the mouse on the **Tab**.


Medical
2007-2008
Screaming Eagle High School
10/19/2007
Stu# 1
Last Name Abbott
First Name (Al) Allan
MI J
Perm ID No. 590522772
Birthdate 11/11/1989
Sex M
Grade 12
Prog
Track
Status
Age 17
Parent/guardian M/M A Abbott
Birth City Eagle Rock
State CA
Country US
Health Problems
LastSchl 0
Home Phone (777) 555-9448
Medical | Medical History | Immunization | Hearing | Vision | Other | Scoliosis | Other Immunization | Dental
Test Date | Grd | Age | Scrn | P/F | Dr Refer | Date Treated | Initials | Comments
9/01/2007 | 12 | 17 | | F | Yes | | MB |
10/19/2007 | 12 | 17 | | P | | 9/13/2007 | MB | Re-tested by doctor and OK
10/19/2007 | 12 | 17 | | | | | |
Record: 2 of 2
Backward | Get | Forward | Add | Change | Delete | Red Flag | Print Preview | Print | eXit

The following is the **Other Immunization** form accessible by clicking the mouse on the **Tab**.

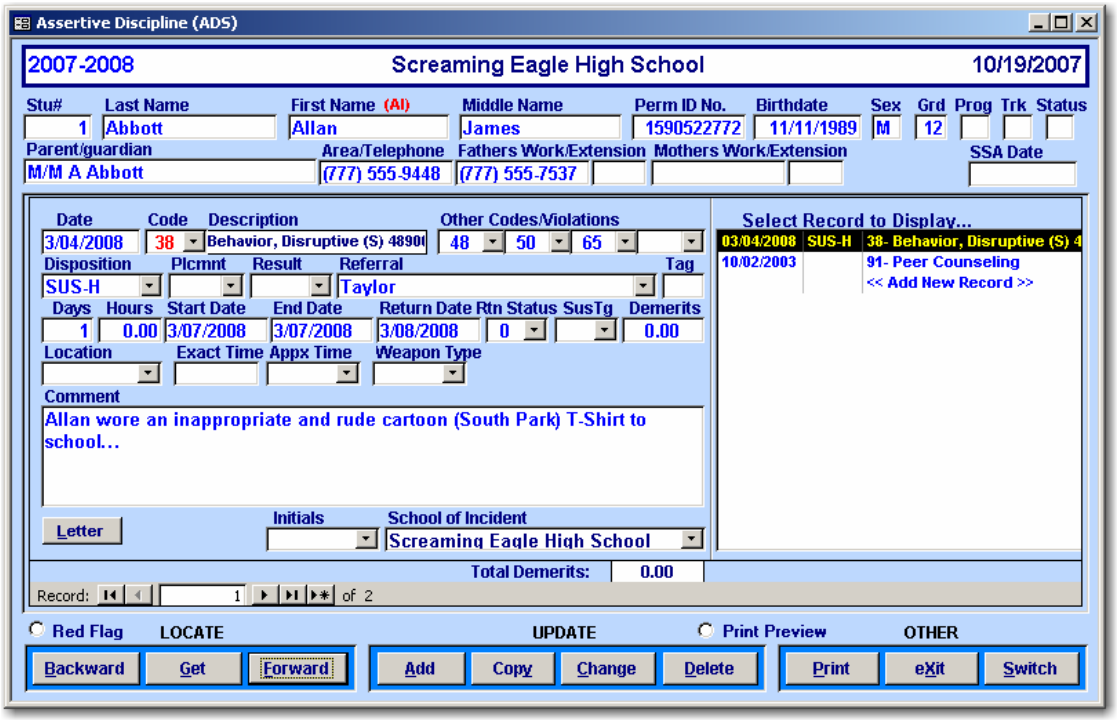


The following is the **Dental** form accessible by clicking the mouse on the **Tab**.

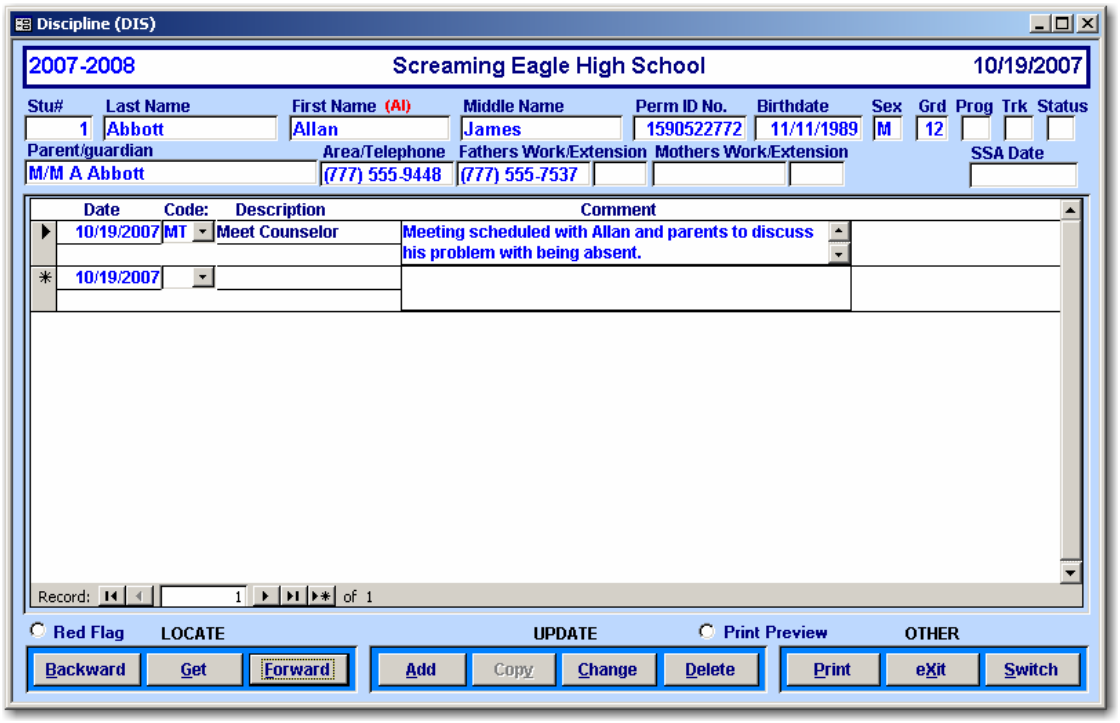


DISCIPLINE

The **Assertive Discipline** form is used to store information for a student that has violated the schools rules. Detention or demerits can be stored along with the description of the violation and teacher involved.



The **Discipline** form is used to store information for a student being counseled for various purposes.

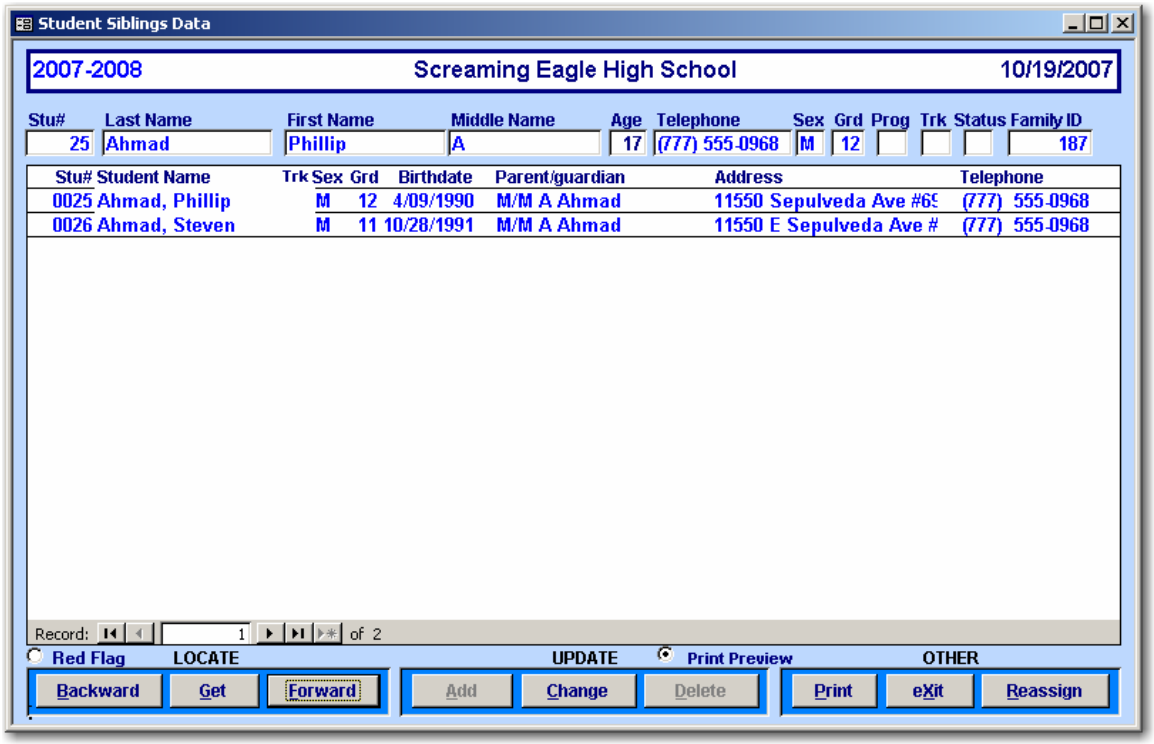


To add information to either of the **Discipline** forms, click the mouse on the **Add** button. A black arrow will display in the gray box to the left of the form. The current date will display. Press the **Tab** key to the field selected. Type the data into the field and press **Enter**.

SIBLINGS

The **Siblings** form will display all students that have the same telephone number. These students are considered siblings. A family ID number is assigned to each student.

When letters or labels are generated one-per-family the program will use the family ID number and will only create one letter or label for each ID number.

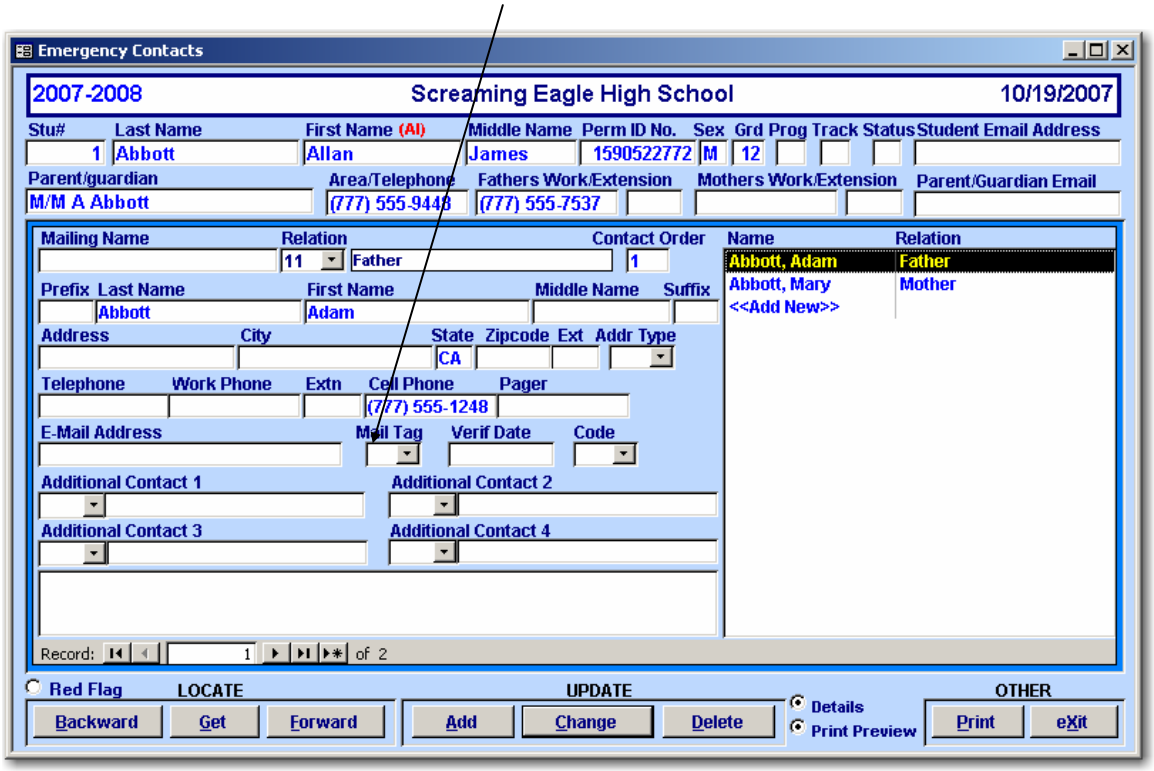

Student Siblings Data
2007-2008
Screaming Eagle High School
10/19/2007
Stu# Last Name First Name Middle Name Age Telephone Sex Grd Prog Trk Status Family ID
25 Ahmad Phillip A 17 (777) 555-0968 M 12 187
Stu# Student Name Trk Sex Grd Birthdate Parent/guardian Address Telephone
0025 Ahmad, Phillip M 12 4/09/1990 M/M A Ahmad 11550 Sepulveda Ave #6 (777) 555-0968
0026 Ahmad, Steven M 11 10/28/1991 M/M A Ahmad 11550 E Sepulveda Ave # (777) 555-0968
Record: 1 of 2
Red Flag
LOCATE
Backward
Get
Forward
UPDATE
Add
Change
Delete
Print Preview
OTHER
Print
eXit
Reassign

TO REASSIGN FAMILY ID NUMBERS TO ALL STUDENTS

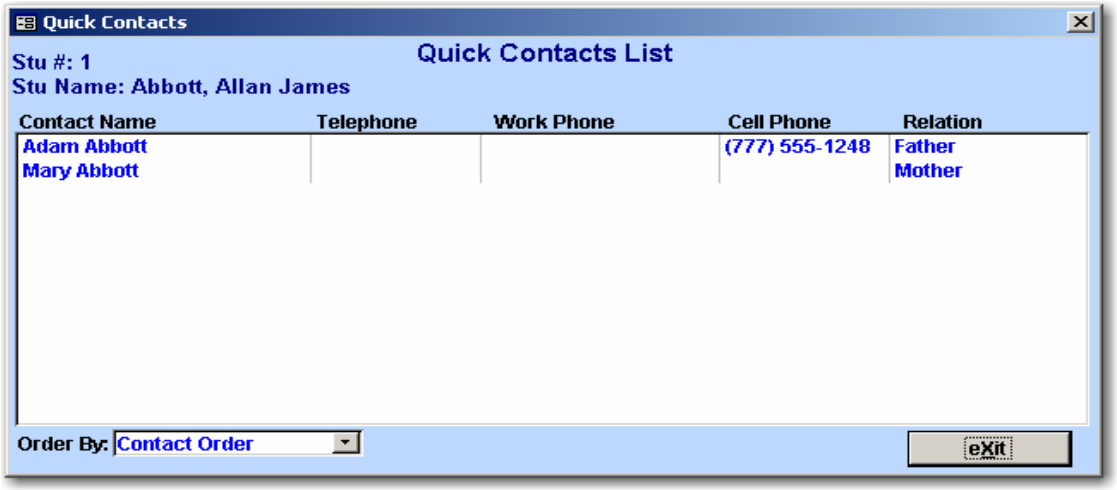
To reassign the family ID number, click the mouse on the **Reassign** button. The following message will display. Click the mouse on the **Yes** button. All students will be reassigned a new **Family ID**.

CONTACTS

The **Contacts** form can be used to store emergency contacts, individuals other than the parents allowed to pick up the student, etc. This form also allows you to add individuals who should receive a **copy of all mail or only grades**.

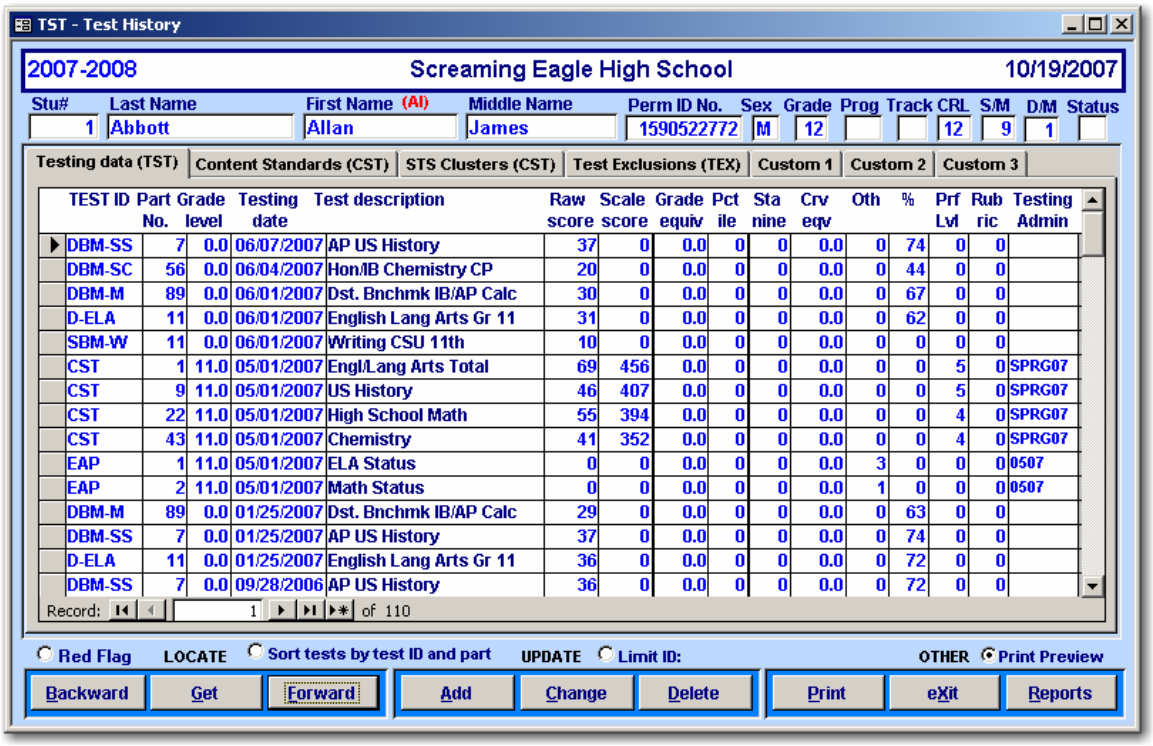


To add information to the **Contacts** form, click the mouse on the **Add** button. A blank record will display. Type the data into the field and press the **Tab** key to the fields selected. Press **Enter**. The **Quick Contacts** form displays a quick view of contact information which includes the name, various phone numbers and relationship.



TEST SCORES

The **Test Scores** form is used to store all test data and scores for tests that the student has taken.

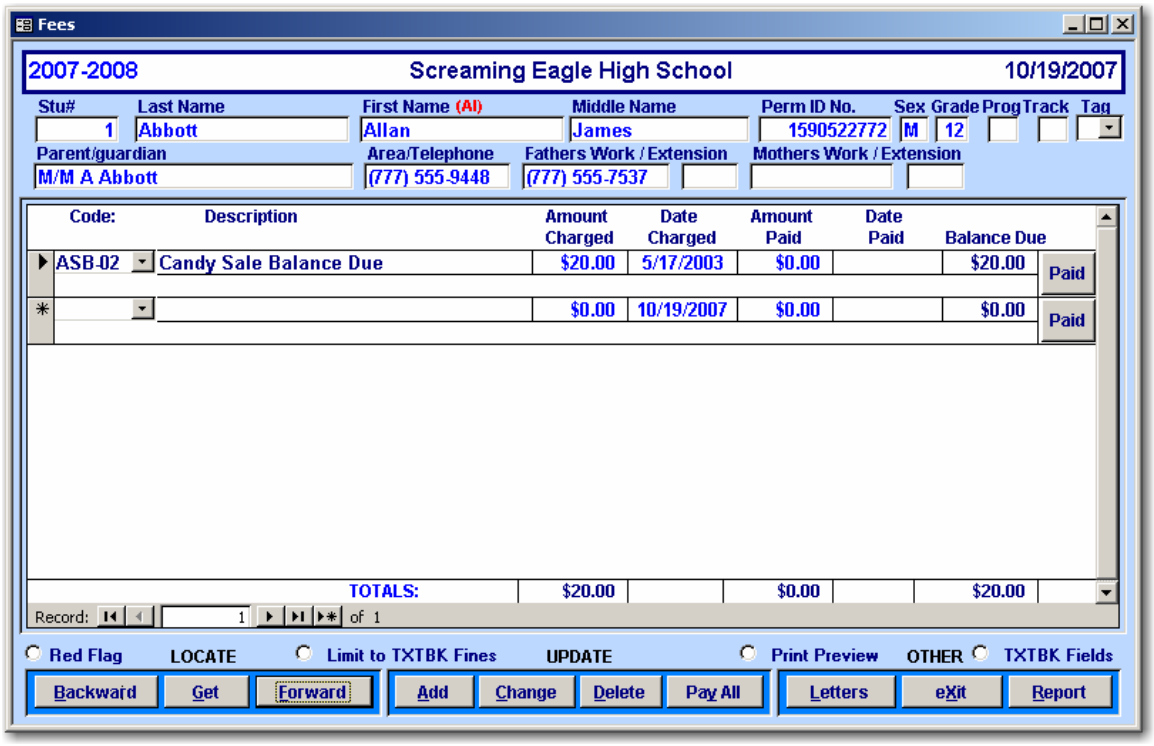

TST - Test History
2007-2008
Screaming Eagle High School
10/19/2007
Stu# 1
Last Name Abbott
First Name (Al) Allan
Middle Name James
Perm ID No. 1590522772
Sex M
Grade 12
Prog
Track
CRL 12
S/M 9
D/M 1
Status
Testing data (TST)
Content Standards (CST)
STS Clusters (CST)
Test Exclusions (TEX)
Custom 1
Custom 2
Custom 3
TEST ID | Part No. | Grade level | Testing date | Test description | Raw score | Scale score | Grade equiv | Pctile | Stanine | Crv eqv | Oth | % | Prf Lvl | Rubric | Testing Admin
DBM-SS | 7 | 0.0 | 06/07/2007 | AP US History | 37 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 74 | 0 | 0
DBM-SC | 56 | 0.0 | 06/04/2007 | Hon/IB Chemistry CP | 20 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 44 | 0 | 0
DBM-M | 89 | 0.0 | 06/01/2007 | Dst. Bnchmk IB/AP Calc | 30 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 67 | 0 | 0
D-ELA | 11 | 0.0 | 06/01/2007 | English Lang Arts Gr 11 | 31 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 62 | 0 | 0
SBM-W | 11 | 0.0 | 06/01/2007 | Writing CSU 11th | 10 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0 | 0 | 0
CST | 1 | 11.0 | 05/01/2007 | Engl/Lang Arts Total | 69 | 456 | 0.0 | 0 | 0 | 0.0 | 0 | 0 | 5 | 0 | SPRG07
CST | 9 | 11.0 | 05/01/2007 | US History | 46 | 407 | 0.0 | 0 | 0 | 0.0 | 0 | 0 | 5 | 0 | SPRG07
CST | 22 | 11.0 | 05/01/2007 | High School Math | 55 | 394 | 0.0 | 0 | 0 | 0.0 | 0 | 0 | 4 | 0 | SPRG07
CST | 43 | 11.0 | 05/01/2007 | Chemistry | 41 | 352 | 0.0 | 0 | 0 | 0.0 | 0 | 0 | 4 | 0 | SPRG07
EAP | 1 | 11.0 | 05/01/2007 | ELA Status | 0 | 0 | 0.0 | 0 | 0 | 0.0 | 3 | 0 | 0 | 0 | 0507
EAP | 2 | 11.0 | 05/01/2007 | Math Status | 0 | 0 | 0.0 | 0 | 0 | 0.0 | 1 | 0 | 0 | 0 | 0507
DBM-M | 89 | 0.0 | 01/25/2007 | Dst. Bnchmk IB/AP Calc | 29 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 63 | 0 | 0
DBM-SS | 7 | 0.0 | 01/25/2007 | AP US History | 37 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 74 | 0 | 0
D-ELA | 11 | 0.0 | 01/25/2007 | English Lang Arts Gr 11 | 36 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 72 | 0 | 0
DBM-SS | 7 | 0.0 | 09/28/2006 | AP US History | 36 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 72 | 0 | 0
Record: 1 of 110
Red Flag
LOCATE
Sort tests by test ID and part
UPDATE
Limit ID:
OTHER
Print Preview
Backward
Get
Forward
Add
Change
Delete
Print
eXit
Reports

Test scores from an outside file that contains a student's permanent ID number can be loaded into ***Aeries*** through various programs. Scores can also be manually added or changed in the file.

To manually add information to the **Test Scores** form, click the mouse on the **Add** button. The arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

FEES

The **Fees** form can be used to store fees or fines owed for textbooks, sports equipment, etc. This form will also keep a running balance of all fees owed by the student.



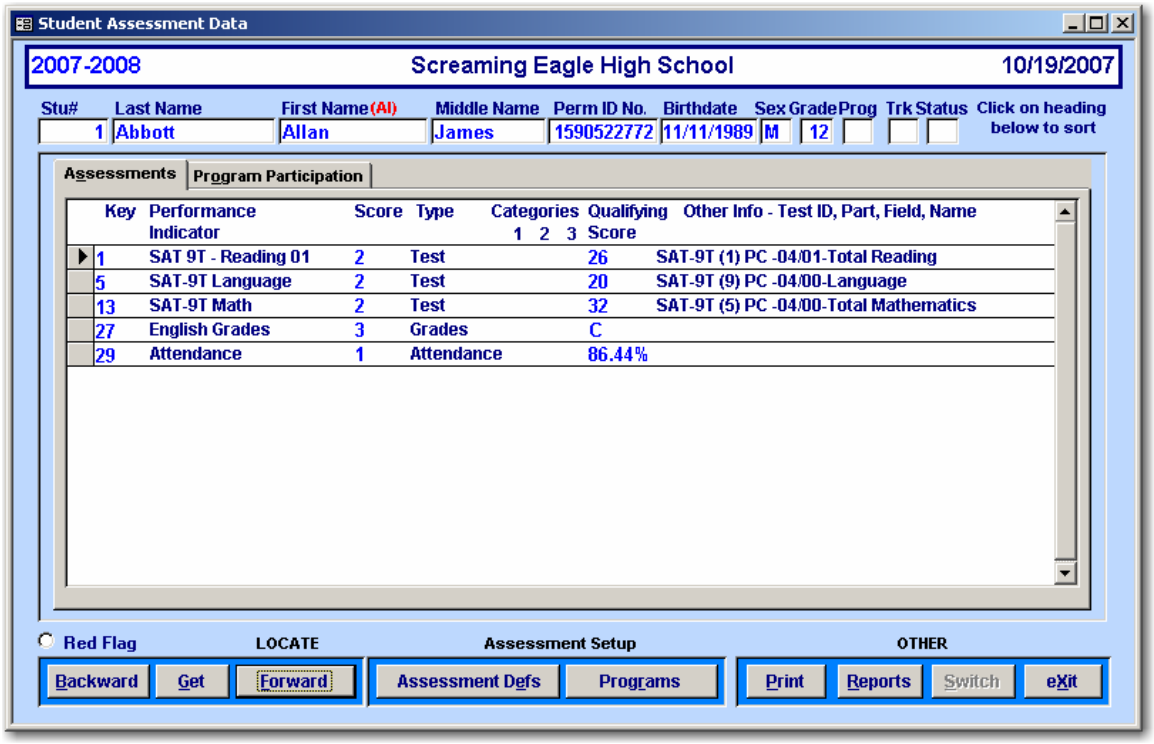
To add information to the **Fees** form, click the mouse on the **Add** button. The black arrow will display in the gray box on the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

If a student has paid the complete amount of a fine click the mouse on the **Paid** button. The **Amount Paid** field will automatically be filled with the **Amount Charged** and **Date Paid** will be the current date.

A partial amount can also be manually entered in the **Amount Paid** field. This form will keep a running balance of all money paid and the **Balance Due** by the student.

ASSESSMENT

The **Assessment** form in ***Aeries*** contains information based on test scores and academic grades entered into ***Aeries***.



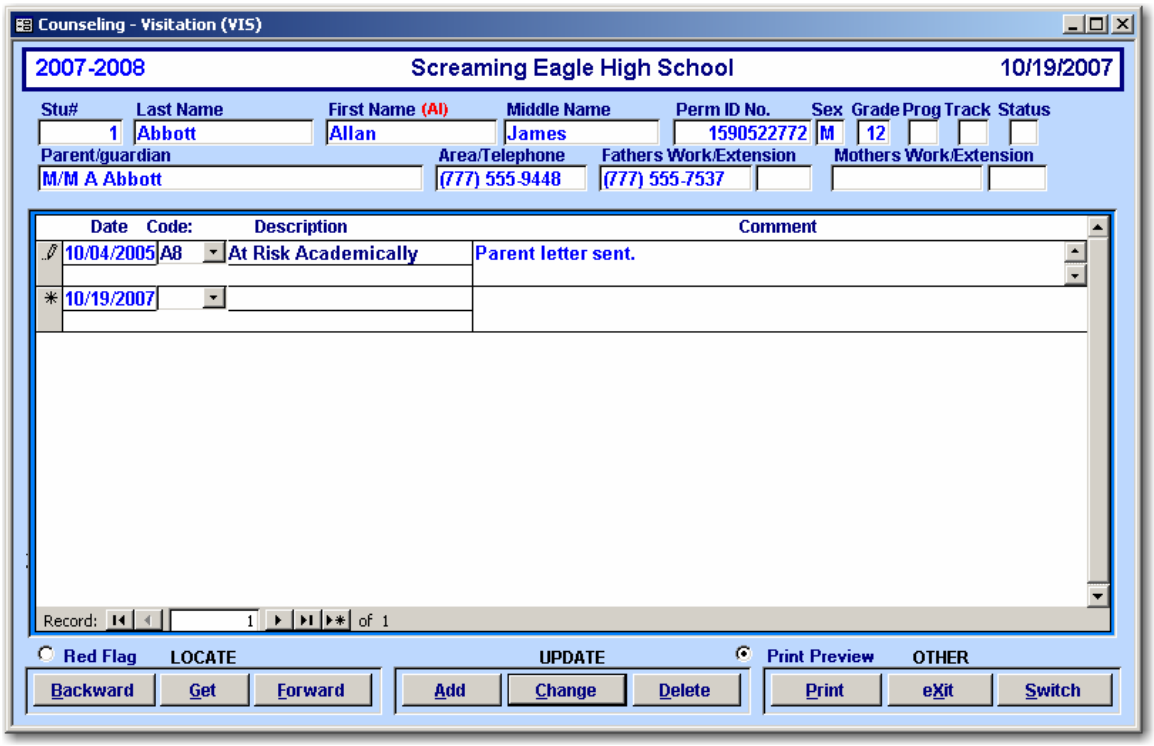
There are also **Student Assessment Reports** available by clicking the mouse on the **Reports** button.

NOTE:

To setup student assessment see the documentation for Student Assessment Setup.

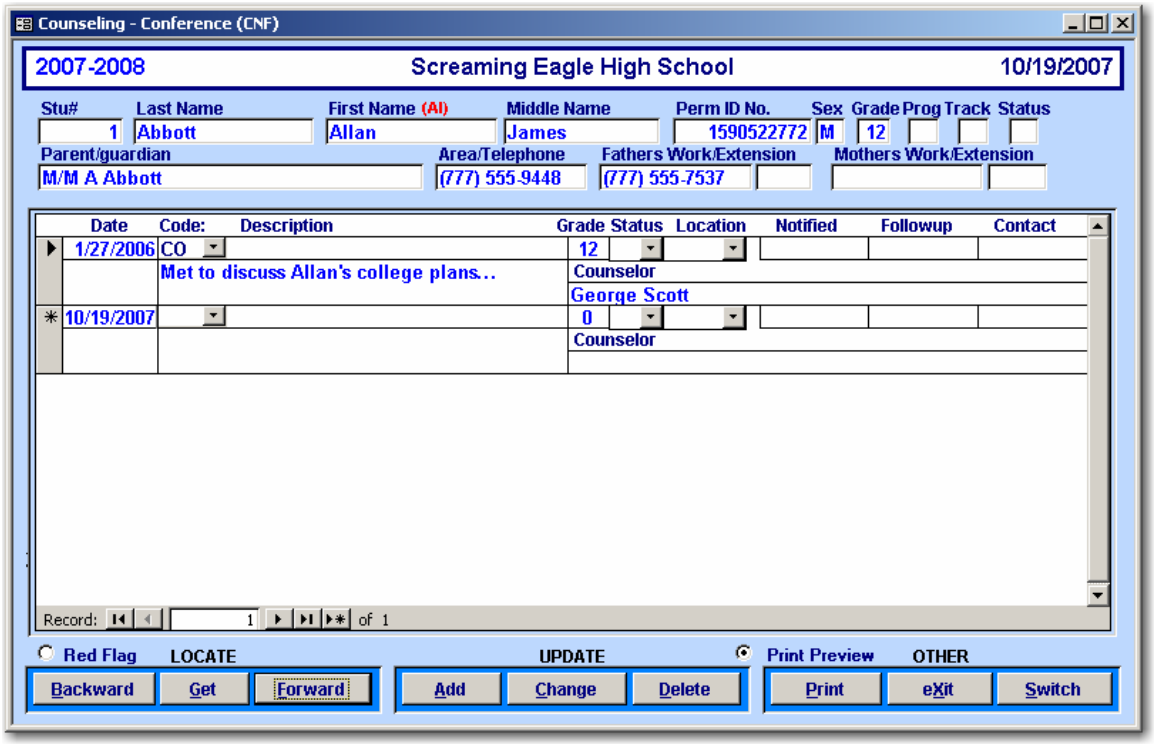
COUNSELING

The **Counseling Visitation** form can be used to store any pertinent information about the student.



To add information to the **Visitation** form, click the mouse on the **Add** button. The arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

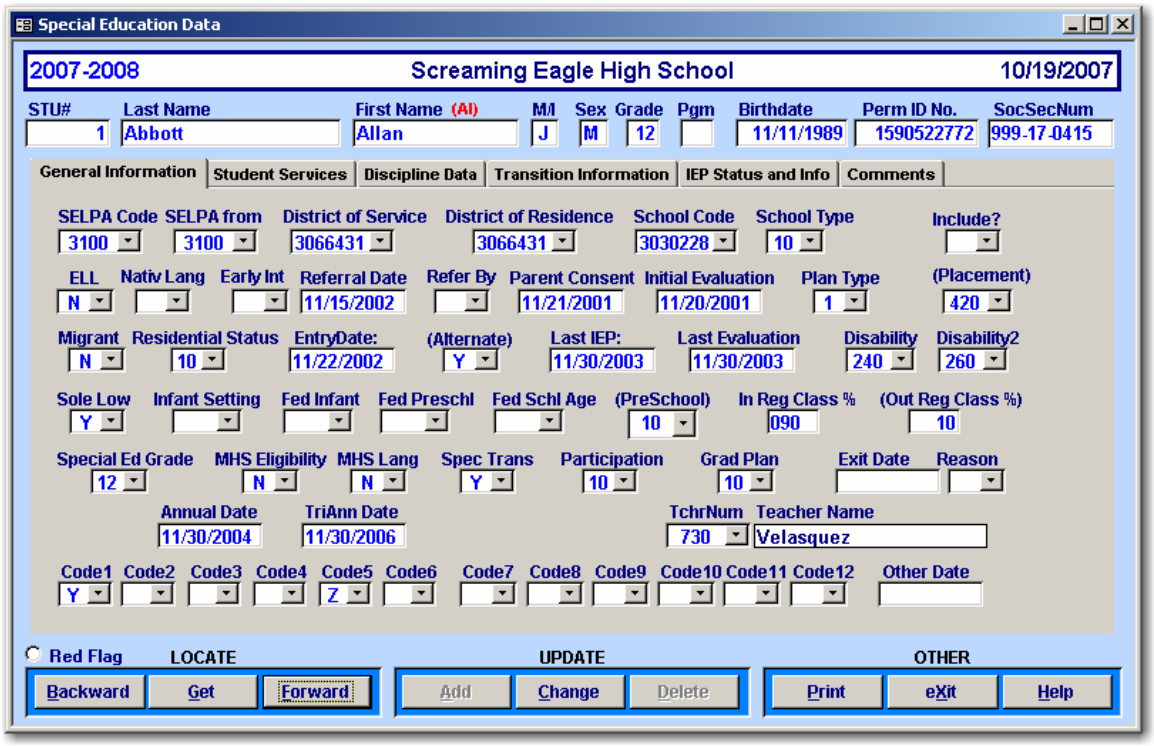
The **Conference** form can be used to store any information in regards to conferences held with the student. To access this form click the mouse on the **Switch** button at the right hand corner of the **Visitation** form.



To add information to the **Conference** form, click the mouse on the **Add** button. A black arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

SPECIAL ED

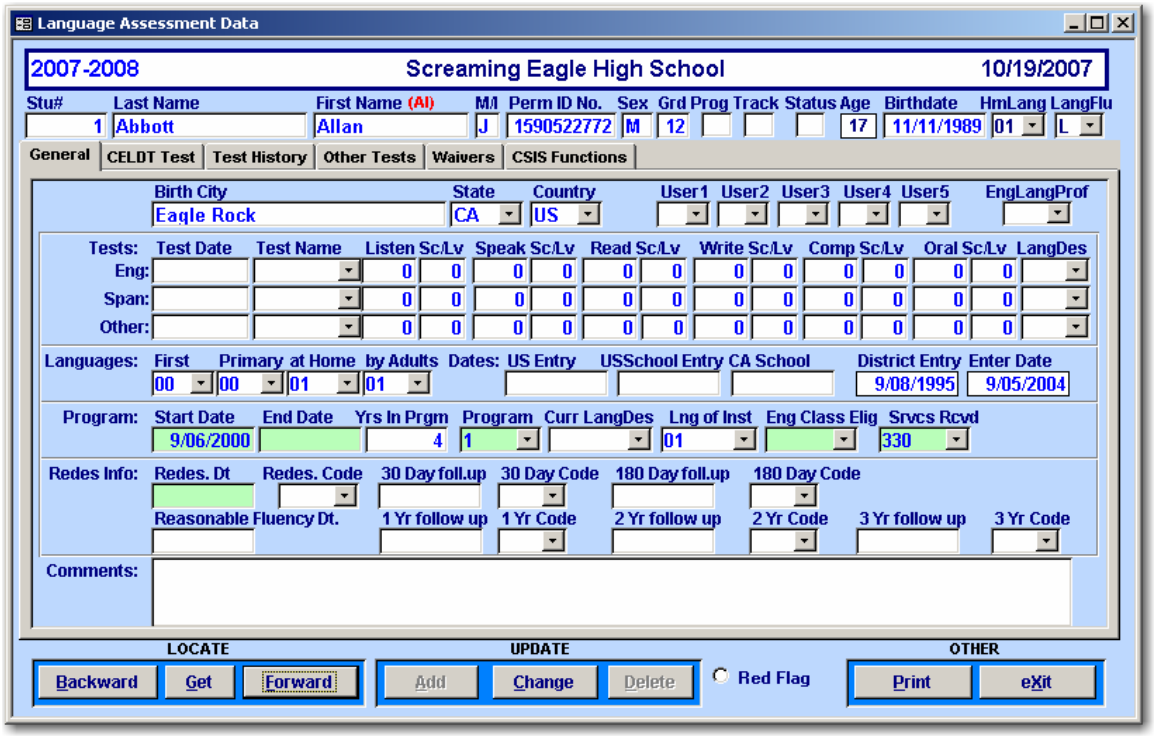
The **Special Education** form is used to store all special education information.



To add information to the **Special Education** form, click the mouse on the **Change** button. The cursor will display in the SELPA field. Press **Tab** to the field selected and enter data into the field. Press **Tab** to the other fields selected. When complete press **Enter**.

LANGUAGE ASSESSMENT

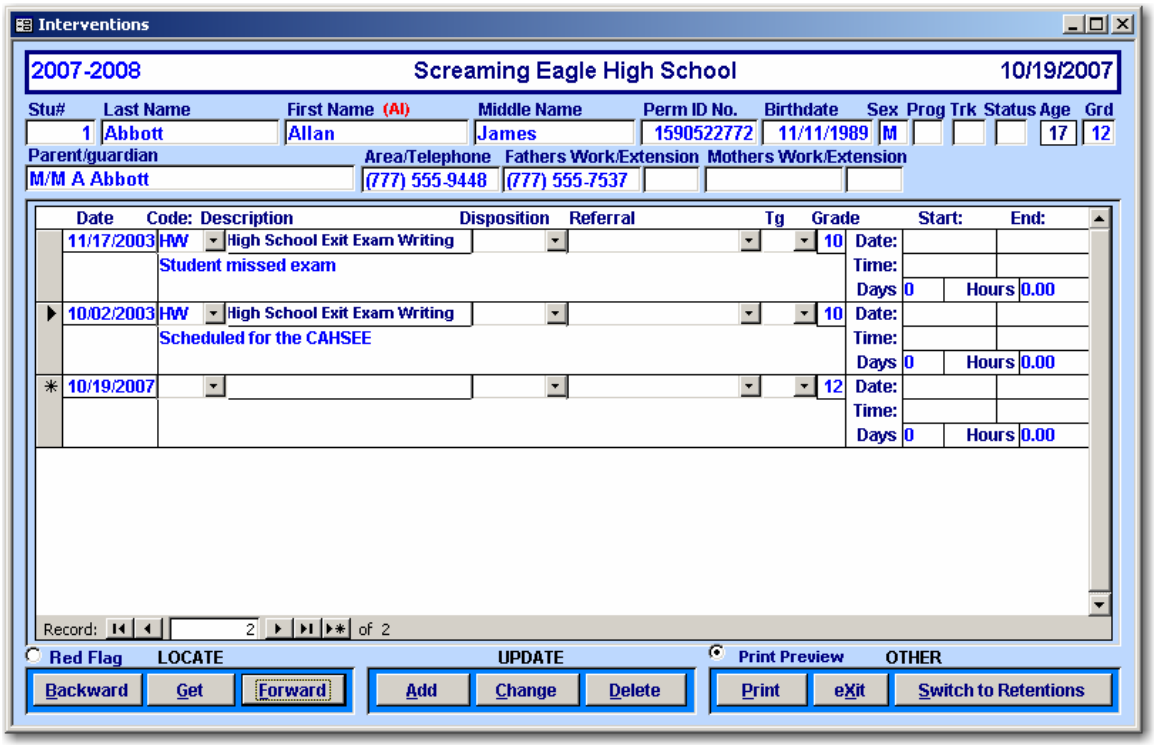
The **Language Assessment** form is used to store all language assessment information and test history.


Language Assessment Data
2007-2008
Screaming Eagle High School
10/19/2007
Stu# Last Name First Name (AI) MI Perm ID No. Sex Grd Prog Track Status Age Birthdate HmLang LangFlu
1 Abbott Allan J 1590522772 M 12 17 11/11/1989 01 L
General
CELDT Test
Test History
Other Tests
Waivers
CSIS Functions
Birth City State Country User1 User2 User3 User4 User5 EngLangProf
Eagle Rock CA US
Tests: Test Date Test Name Listen Sc/Lv Speak Sc/Lv Read Sc/Lv Write Sc/Lv Comp Sc/Lv Oral Sc/Lv LangDes
Eng:
Span:
Other:
Languages: First Primary at Home by Adults Dates: US Entry USSchool Entry CA School District Entry Enter Date
00 00 01 01 9/08/1995 9/05/2004
Program: Start Date End Date Yrs In Prgm Program Curr LangDes Lng of Inst Eng Class Elig Srvcs Rcvd
9/06/2000 4 1 01 330
Redes Info: Redes. Dt Redes. Code 30 Day foll.up 30 Day Code 180 Day foll.up 180 Day Code
Reasonable Fluency Dt. 1 Yr follow up 1 Yr Code 2 Yr follow up 2 Yr Code 3 Yr follow up 3 Yr Code
Comments:
LOCATE
Backward
Get
Forward
UPDATE
Add
Change
Delete
Red Flag
OTHER
Print
eXit

To access the other **Test** forms click the mouse on **Tab** and the test form selected will display.

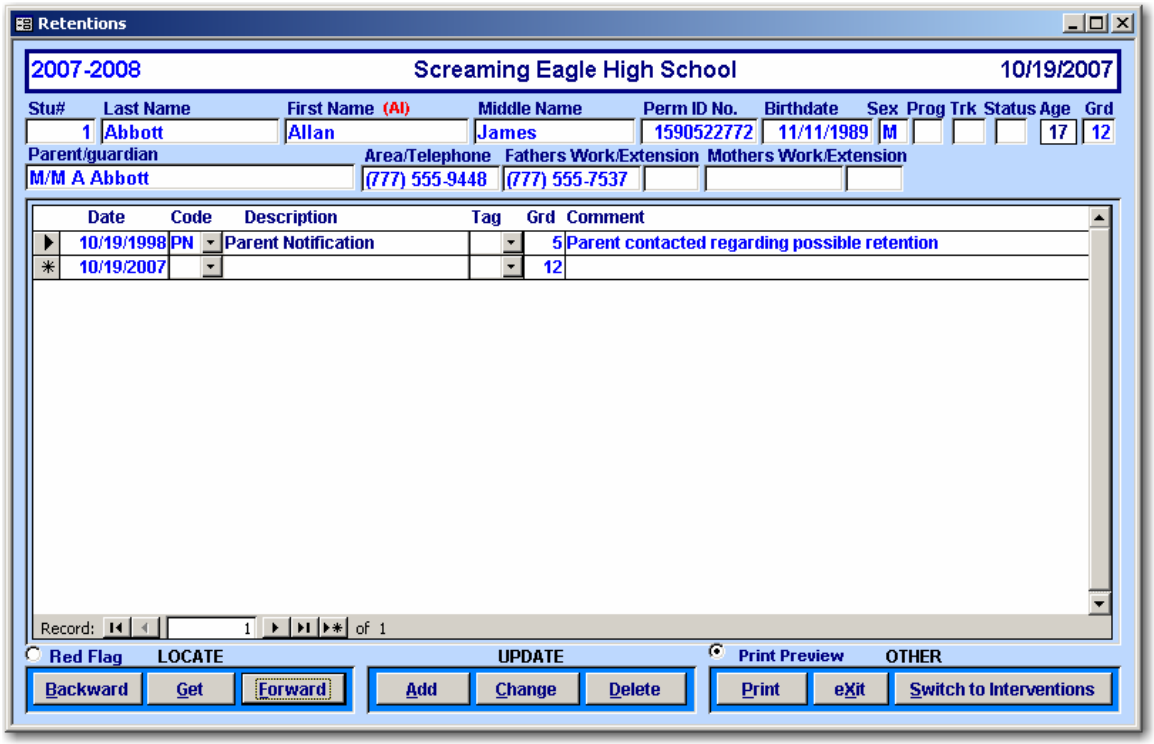
INTERVENTIONS

The **Interventions** form can be used to store any pertinent information in regards to interventions being taken.



To add information to the **Intervention** form, click the mouse on the **Add** button. A black arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

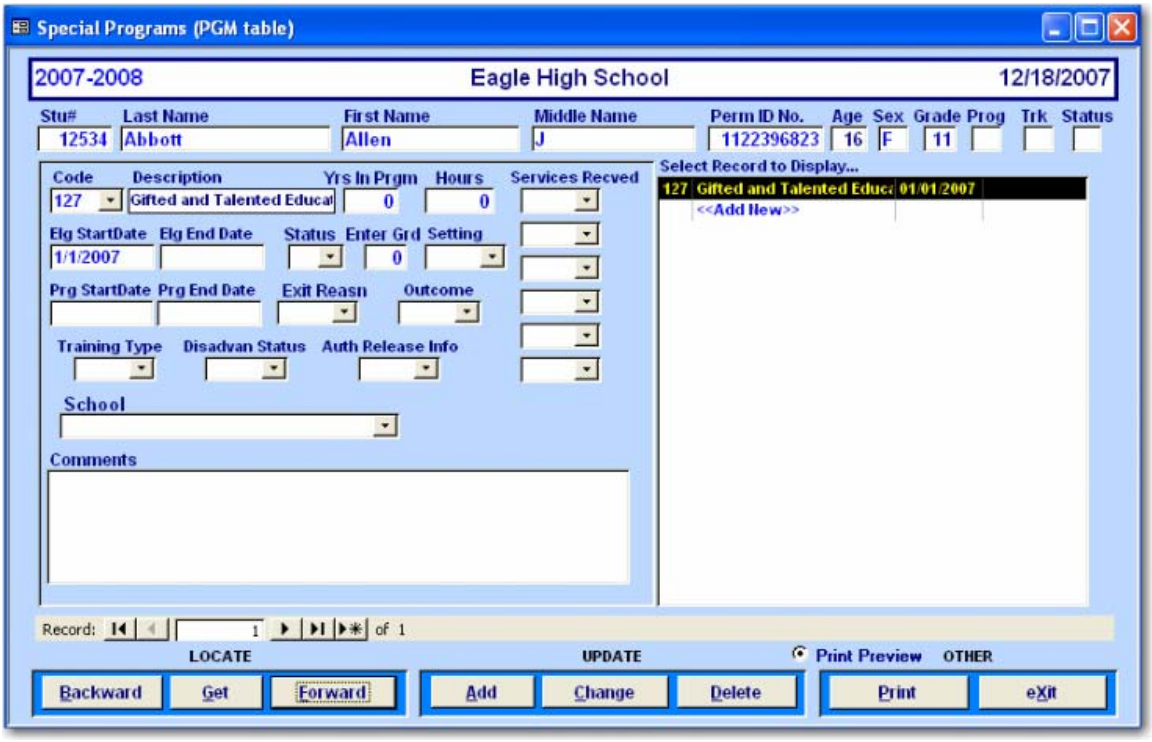
The **Retentions** form can be used to store information in regards to the steps taken to retain a student. To access this form click the mouse on the **Switch** button at the right hand corner of the **Interventions** form.


Retentions
2007-2008
Screaming Eagle High School
10/19/2007
Stu# Last Name First Name (Al) Middle Name Perm ID No. Birthdate Sex Prog Trk Status Age Grd
1 Abbott Allan James 1590522772 11/11/1989 M 17 12
Parent/guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension
M/M A Abbott (777) 555-9448 (777) 555-7537
Date Code Description Tag Grd Comment
10/19/1998 PN Parent Notification 5 Parent contacted regarding possible retention
10/19/2007 12
Record: 1 of 1
Red Flag LOCATE UPDATE Print Preview OTHER
Backward Get Forward Add Change Delete Print eXit Switch to Interventions

To add information to the **Retentions** form, click the mouse on the **Add** button. A black arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

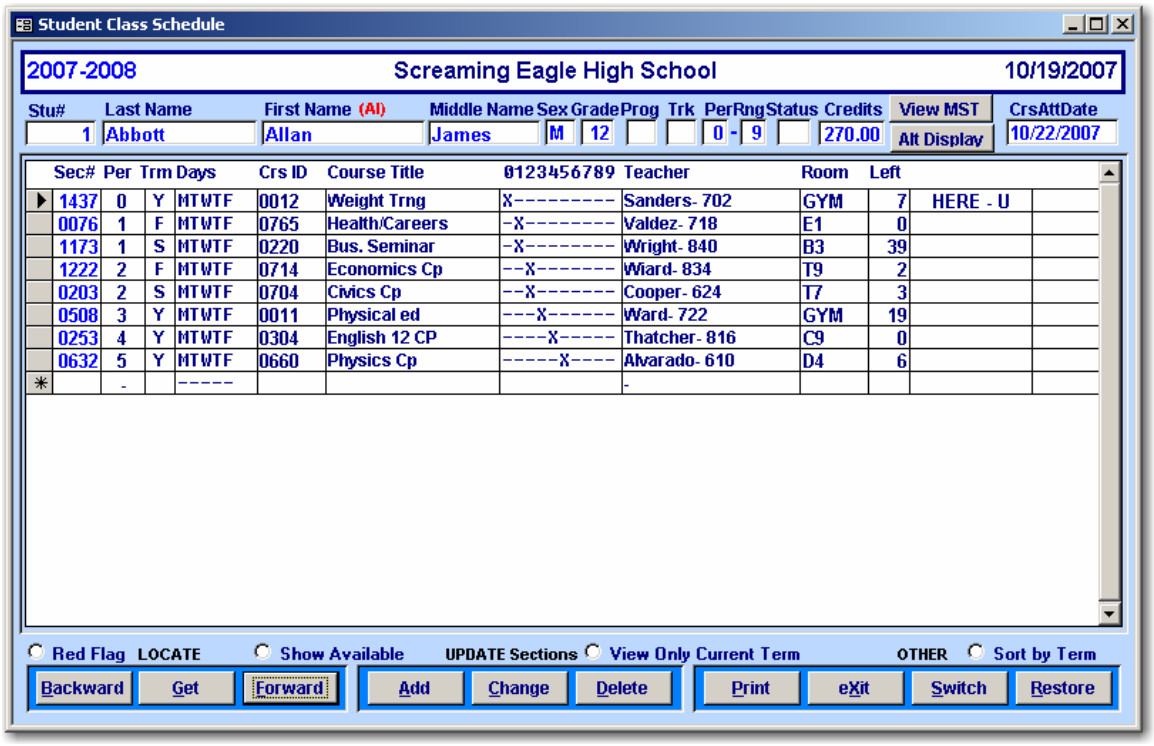
SPECIAL PROGRAMS

The **Special Programs** form can be used to store information in regards to special programs that a student has participated in such as the Gifted and Talented Education program.



STUDENT CLASS SCHEDULE

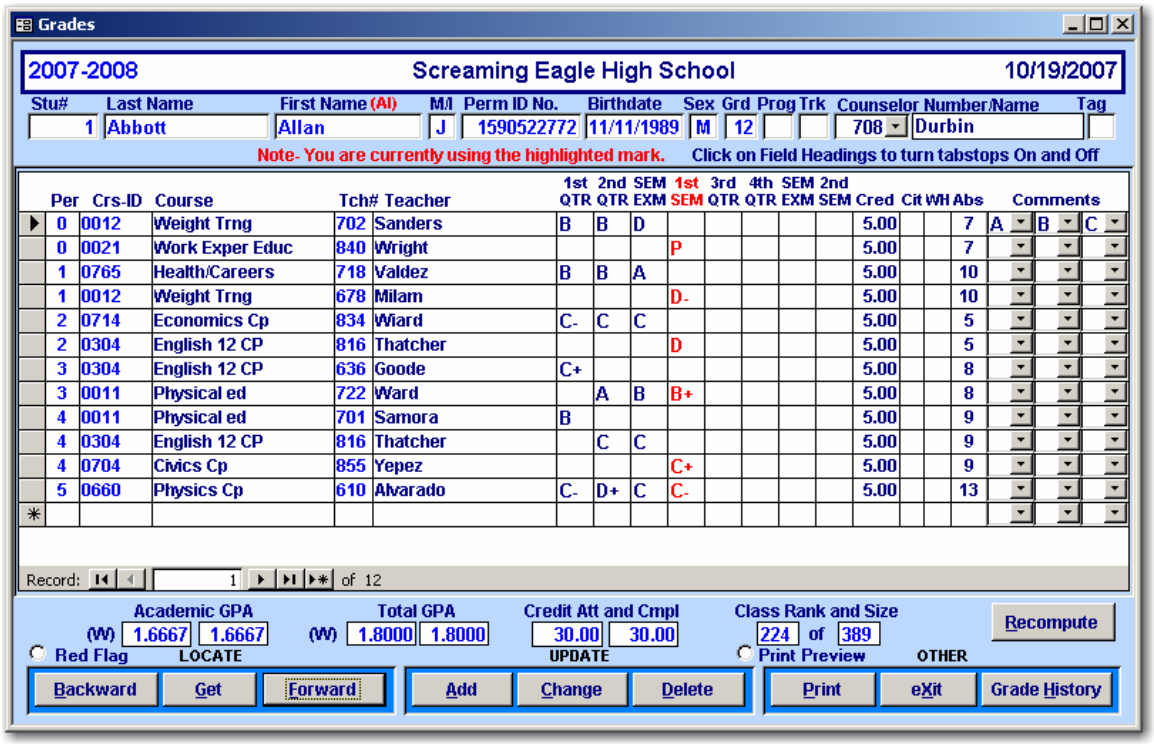
The **Class Schedule** form will display all courses that a student is actively enrolled in and all pertinent information for these courses.


Student Class Schedule
2007-2008
Screaming Eagle High School
10/19/2007
Stu# 1
Last Name Abbott
First Name (Al) Allan
Middle Name James
Sex M
Grade 12
Prog
Trk
PerRng 0 - 9
Status
Credits 270.00
View MST
Alt Display
CrsAttDate 10/22/2007
Sec# Per Trm Days Crs ID Course Title 0123456789 Teacher Room Left
1437 0 Y MTWTF 0012 Weight Trng X--------- Sanders- 702 GYM 7 HERE - U
0076 1 F MTWTF 0765 Health/Careers -X-------- Valdez- 718 E1 0
1173 1 S MTWTF 0220 Bus. Seminar -X-------- Wright- 840 B3 39
1222 2 F MTWTF 0714 Economics Cp --X------- Wiard- 834 T9 2
0203 2 S MTWTF 0704 Civics Cp --X------- Cooper- 624 T7 3
0508 3 Y MTWTF 0011 Physical ed ---X------ Ward- 722 GYM 19
0253 4 Y MTWTF 0304 English 12 CP ----X----- Thatcher- 816 C9 0
0632 5 Y MTWTF 0660 Physics Cp -----X---- Alvarado- 610 D4 6
Red Flag LOCATE
Show Available
UPDATE Sections
View Only Current Term
OTHER
Sort by Term
Backward
Get
Forward
Add
Change
Delete
Print
eXit
Switch
Restore

To add information to the **Class Schedule** form, click the mouse on the **Add** button. A black arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

GRADES

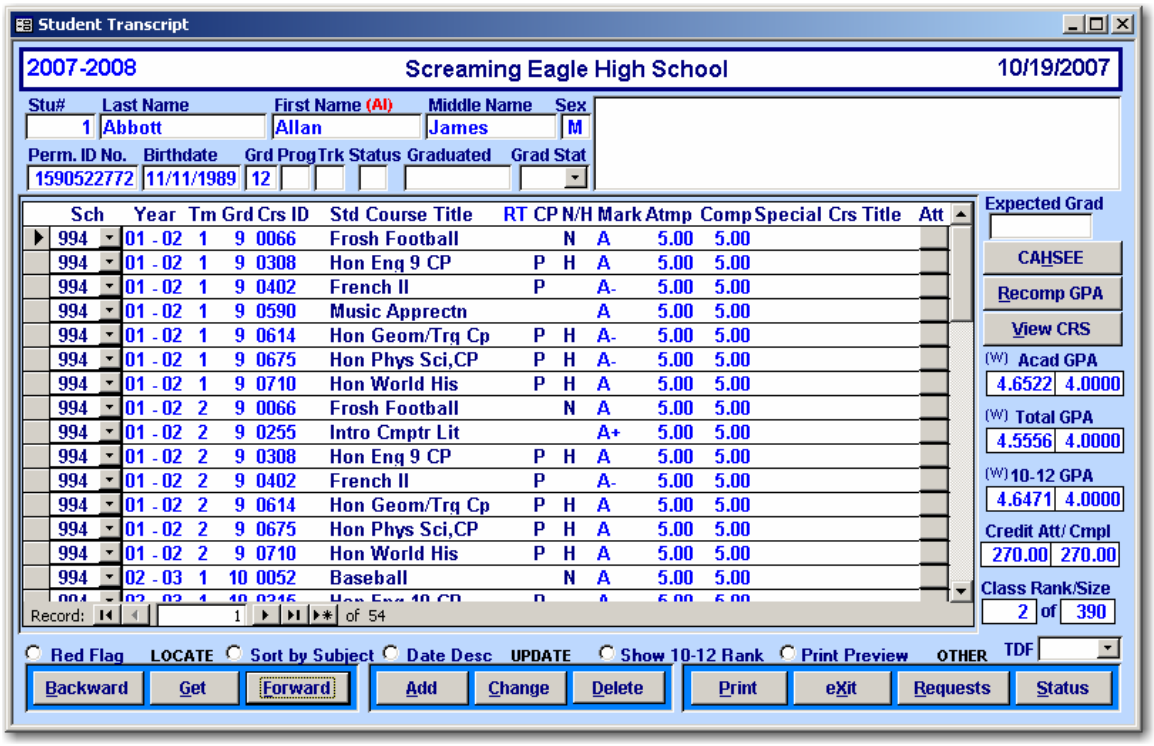
The **Grades** form will display all courses that each student is currently enrolled in and any grades that have been entered for each mark.


Grades
2007-2008
Screaming Eagle High School
10/19/2007
Stu# 1 Last Name Abbott First Name (Al) Allan M/I J Perm ID No. 1590522772 Birthdate 11/11/1989 Sex M Grd 12 Prog Trk 708 Counselor Number/Name Durbin Tag
Note- You are currently using the highlighted mark.
Click on Field Headings to turn tabstops On and Off
Per Crs-ID Course Tch# Teacher 1st QTR 2nd QTR SEM EXM 1st SEM 3rd QTR 4th QTR SEM EXM 2nd SEM Cred Cit WH Abs Comments
0 0012 Weight Trng 702 Sanders B B D 5.00 7 A B C
0 0021 Work Exper Educ 840 Wright P 5.00 7
1 0765 Health/Careers 718 Valdez B B A 5.00 10
1 0012 Weight Trng 678 Milam D- 5.00 10
2 0714 Economics Cp 834 Wiard C- C C 5.00 5
2 0304 English 12 CP 816 Thatcher D 5.00 5
3 0304 English 12 CP 636 Goode C+ 5.00 8
3 0011 Physical ed 722 Ward A B B+ 5.00 8
4 0011 Physical ed 701 Samora B 5.00 9
4 0304 English 12 CP 816 Thatcher C C 5.00 9
4 0704 Civics Cp 855 Yepez C+ 5.00 9
5 0660 Physics Cp 610 Alvarado C- D+ C C- 5.00 13
Record: 1 of 12
Academic GPA (W) 1.6667 1.6667
Total GPA (W) 1.8000 1.8000
Credit Att and Cmpl 30.00 30.00
Class Rank and Size 224 of 389
Recompute
Red Flag
LOCATE
UPDATE
Print Preview
OTHER
Backward
Get
Forward
Add
Change
Delete
Print
eXit
Grade History

To add information to the **Grades** form, click the mouse on the **Add** button. A black arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

TRANSCRIPT

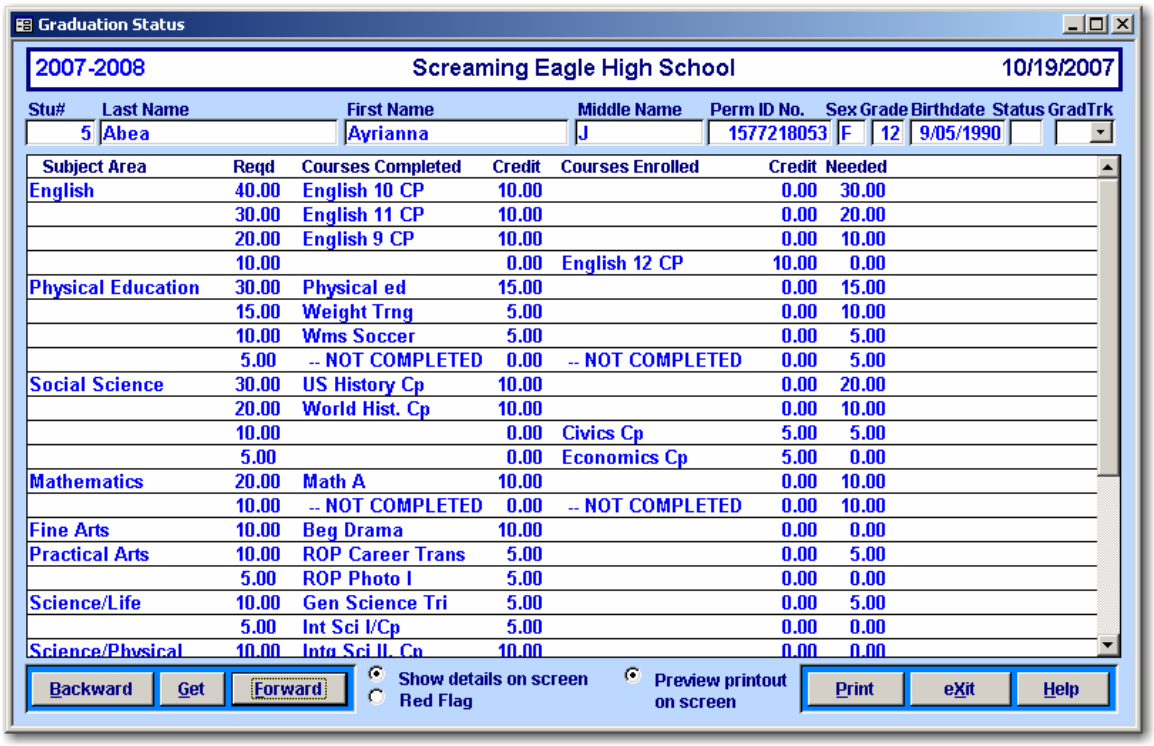
The **Transcript** form will display all history for the courses, grades, credits attempted and credits completed. The right side of the form displays various GPA calculations.


Student Transcript
2007-2008
Screaming Eagle High School
10/19/2007
Stu# 1
Last Name Abbott
First Name (Al) Allan
Middle Name James
Sex M
Perm. ID No. 1590522772
Birthdate 11/11/1989
Grd 12
Prog
Trk
Status
Graduated
Grad Stat
Sch Year Tm Grd Crs ID Std Course Title RT CP N/H Mark Atmp Comp Special Crs Title Att
994 01 - 02 1 9 0066 Frosh Football N A 5.00 5.00
994 01 - 02 1 9 0308 Hon Eng 9 CP P H A 5.00 5.00
994 01 - 02 1 9 0402 French II P A- 5.00 5.00
994 01 - 02 1 9 0590 Music Apprectn A 5.00 5.00
994 01 - 02 1 9 0614 Hon Geom/Trg Cp P H A- 5.00 5.00
994 01 - 02 1 9 0675 Hon Phys Sci,CP P H A- 5.00 5.00
994 01 - 02 1 9 0710 Hon World His P H A 5.00 5.00
994 01 - 02 2 9 0066 Frosh Football N A 5.00 5.00
994 01 - 02 2 9 0255 Intro Cmptr Lit A+ 5.00 5.00
994 01 - 02 2 9 0308 Hon Eng 9 CP P H A 5.00 5.00
994 01 - 02 2 9 0402 French II P A- 5.00 5.00
994 01 - 02 2 9 0614 Hon Geom/Trg Cp P H A 5.00 5.00
994 01 - 02 2 9 0675 Hon Phys Sci,CP P H A 5.00 5.00
994 01 - 02 2 9 0710 Hon World His P H A 5.00 5.00
994 02 - 03 1 10 0052 Baseball N A 5.00 5.00
Record: 1 of 54
Expected Grad
CAHSEE
Recomp GPA
View CRS
(W) Acad GPA 4.6522 4.0000
(W) Total GPA 4.5556 4.0000
(W) 10-12 GPA 4.6471 4.0000
Credit Att/ Cmpl 270.00 270.00
Class Rank/Size 2 of 390
Red Flag LOCATE Sort by Subject Date Desc UPDATE Show 10-12 Rank Print Preview OTHER TDF
Backward Get Forward Add Change Delete Print eXit Requests Status

To add information to the **Transcript** form, click the mouse on the **Add** button. A black arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

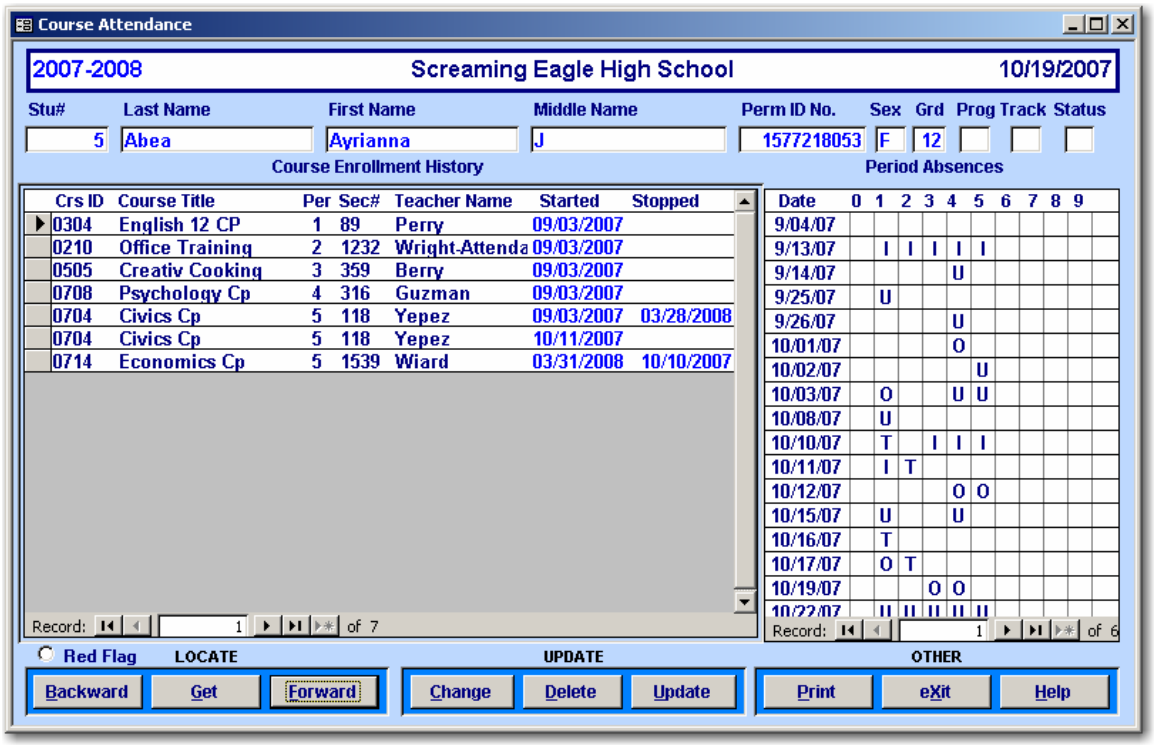
If changes have been made to the grades the GPA totals need to be updated. To re-compute the GPA totals click the mouse on the **Recompute** button. All GPA totals will be recalculated and will display.

The **Graduation Status** form will display all history for the credits attempted and credits completed for the required subject areas for graduation. To access this form click the mouse on the **Status** button at the right hand corner of the **Transcript** form.


Graduation Status
2007-2008
Screaming Eagle High School
10/19/2007
Stu# Last Name First Name Middle Name Perm ID No. Sex Grade Birthdate Status GradTrk
5 Abea Ayrianna J 1577218053 F 12 9/05/1990
Subject Area Reqd Courses Completed Credit Courses Enrolled Credit Needed
English 40.00 English 10 CP 10.00 0.00 30.00
30.00 English 11 CP 10.00 0.00 20.00
20.00 English 9 CP 10.00 0.00 10.00
10.00 0.00 English 12 CP 10.00 0.00
Physical Education 30.00 Physical ed 15.00 0.00 15.00
15.00 Weight Trng 5.00 0.00 10.00
10.00 Wms Soccer 5.00 0.00 5.00
5.00 -- NOT COMPLETED 0.00 -- NOT COMPLETED 0.00 5.00
Social Science 30.00 US History Cp 10.00 0.00 20.00
20.00 World Hist. Cp 10.00 0.00 10.00
10.00 0.00 Civics Cp 5.00 5.00
5.00 0.00 Economics Cp 5.00 0.00
Mathematics 20.00 Math A 10.00 0.00 10.00
10.00 -- NOT COMPLETED 0.00 -- NOT COMPLETED 0.00 10.00
Fine Arts 10.00 Beg Drama 10.00 0.00 0.00
Practical Arts 10.00 ROP Career Trans 5.00 0.00 5.00
5.00 ROP Photo I 5.00 0.00 0.00
Science/Life 10.00 Gen Science Tri 5.00 0.00 5.00
5.00 Int Sci I/Cp 5.00 0.00 0.00
Science/Physical 10.00 Intg Sci II, Cp 10.00 0.00 0.00
Backward Get Forward
Show details on screen
Red Flag
Preview printout on screen
Print eXit Help

COURSE ATTENDANCE

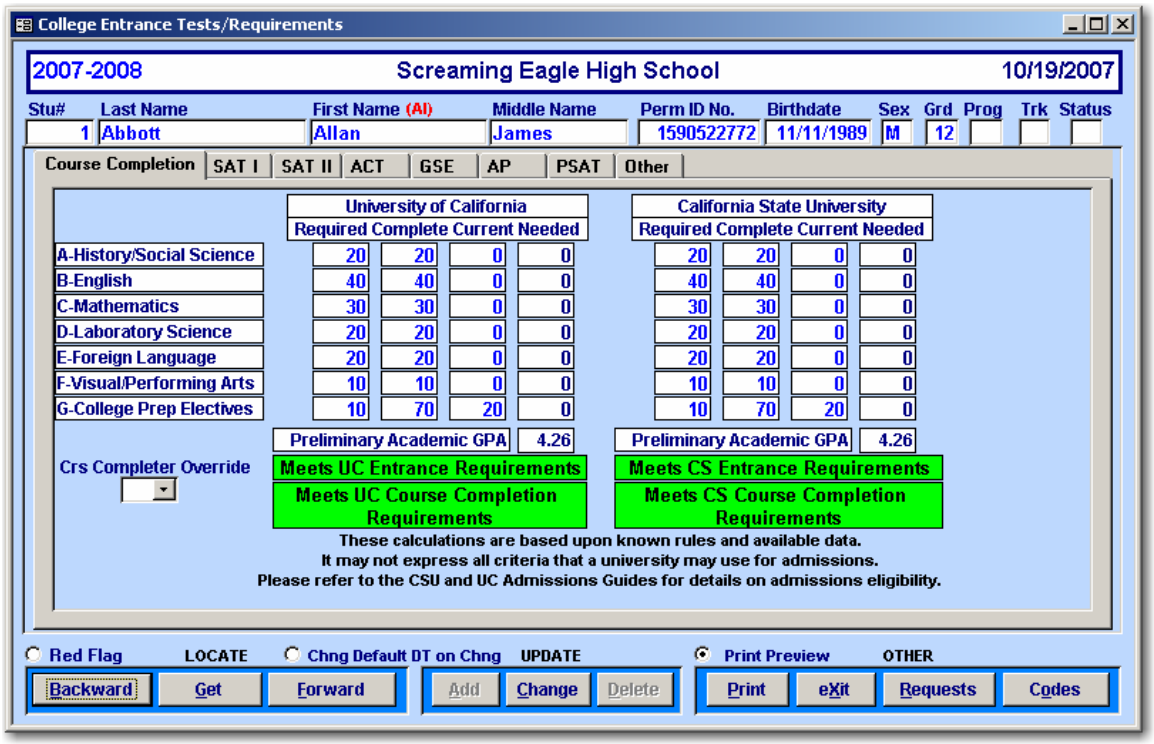
The **Course Attendance** form will display the course enrollment history of each course that a student has enrolled in as well as a date that they stopped attending the course.



Changes made to the **CAR** table **MUST** be updated and will do so automatically. However, to update the **CAR** table click the mouse on the **Update** button.

COLLEGE ENTRANCE TESTS / REQUIREMENTS

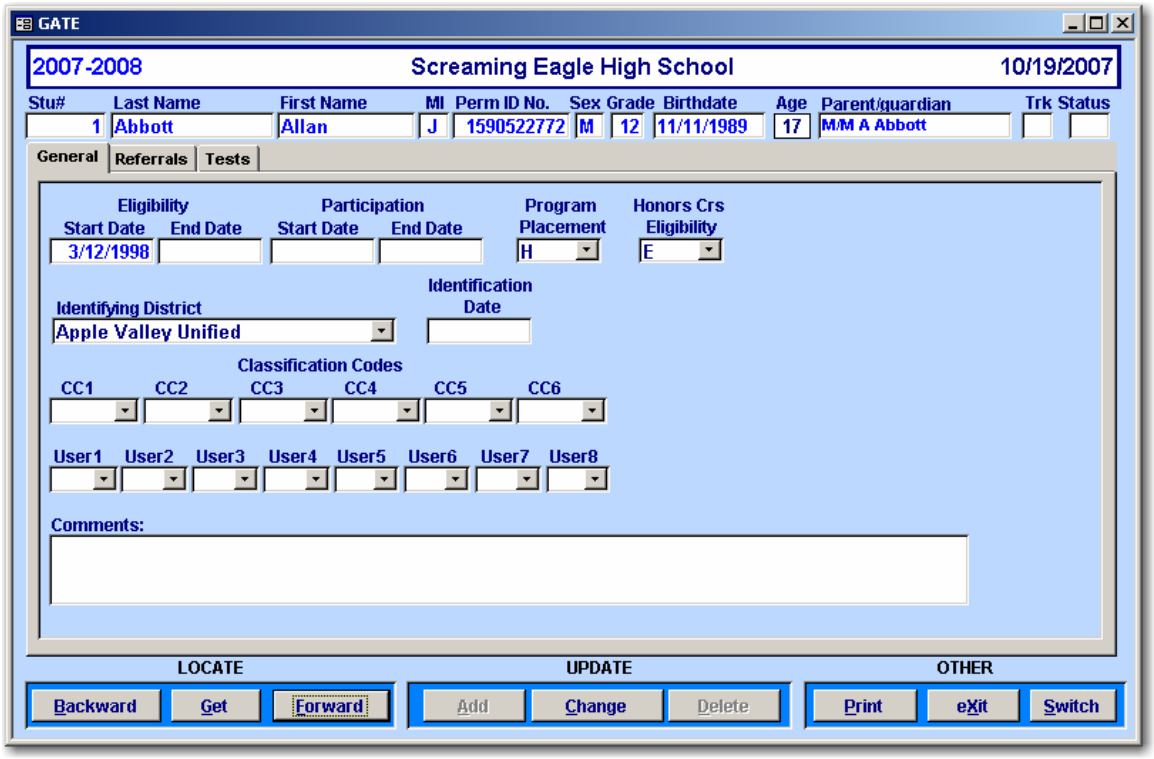
The **College Entrance Tests / Requirements** form will display information for all college course completions, SAT I, SAT II, ACT, GSE, AP and Other information.


College Entrance Tests/Requirements
2007-2008
Screaming Eagle High School
10/19/2007
Stu# Last Name First Name (Al) Middle Name Perm ID No. Birthdate Sex Grd Prog Trk Status
1 Abbott Allan James 1590522772 11/11/1989 M 12
Course Completion SAT I SAT II ACT GSE AP PSAT Other
University of California
California State University
Required Complete Current Needed
A-History/Social Science
B-English
C-Mathematics
D-Laboratory Science
E-Foreign Language
F-Visual/Performing Arts
G-College Prep Electives
Preliminary Academic GPA 4.26
Crs Completer Override
Meets UC Entrance Requirements
Meets UC Course Completion Requirements
Meets CS Entrance Requirements
Meets CS Course Completion Requirements
These calculations are based upon known rules and available data.
It may not express all criteria that a university may use for admissions.
Please refer to the CSU and UC Admissions Guides for details on admissions eligibility.
Red Flag LOCATE Chng Default DT on Chng UPDATE Print Preview OTHER
Backward Get Forward Add Change Delete Print eXit Requests Codes

To display the test data available click the mouse on the **Tab** displayed and the form will display for the **Test Tab** selected.

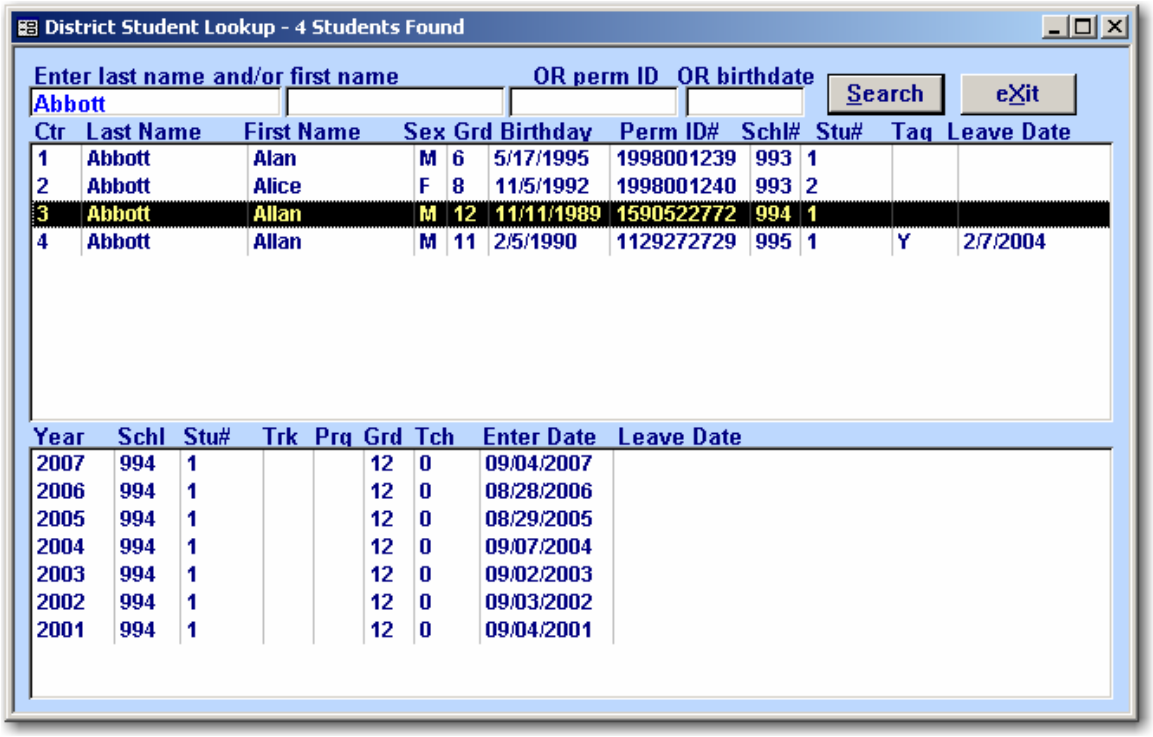
GATE

The **GATE** form is used to track all information related to the GATE process for the student.



DISTRICT STUDENT LOOKUP

The **District Student Lookup** form will display previous school year information currently stored in the **District Database**.


District Student Lookup - 4 Students Found
Enter last name and/or first name
OR perm ID
OR birthdate
Abbott
Search
eXit
Ctr Last Name First Name Sex Grd Birthday Perm ID# Schl# Stu# Tag Leave Date
1 Abbott Alan M 6 5/17/1995 1998001239 993 1
2 Abbott Alice F 8 11/5/1992 1998001240 993 2
3 Abbott Allan M 12 11/11/1989 1590522772 994 1
4 Abbott Allan M 11 2/5/1990 1129272729 995 1 Y 2/7/2004
Year Schl Stu# Trk Prg Grd Tch Enter Date Leave Date
2007 994 1 12 0 09/04/2007
2006 994 1 12 0 08/28/2006
2005 994 1 12 0 08/29/2005
2004 994 1 12 0 09/07/2004
2003 994 1 12 0 09/02/2003
2002 994 1 12 0 09/03/2002
2001 994 1 12 0 09/04/2001

To display this information enter the student's last name and first name, the permanent ID or student's birthdate. Click the mouse on the **Search** button.

All students will display that meet the information selected. Click the mouse on the student selected and the District information will display at the bottom of the form.